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ABSTRACT

The Core Data Collection System of the Missouri Department of Elementary and Secondary Education is an automated collection system with interactive edits that runs on IBM-compatible microcomputers. The data collected include information about school districts, schools, school programs, and student characteristics and achievement. This manual describes system installation and use. Included in the system are 25 integrated screens that are used to update or enter new information. Each screen is described in detail. Data items are entered only once and collected at the lowest level to maximize their usefulness in compliance with various state and federal reporting requirements. School districts report data five times during the school year: August, October, December, February, and June. The manual describes procedures for updating school district, school, and student information throughout the year, error checking, data transfer, print reports, and backup or restoration procedures. The manual also includes a section of frequently asked questions and answers. (Contains 25 exhibits.) (SLD)

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CORE DATA COLLECTION SYSTEM MANUAL

Version 12

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Revised July 2000
Missouri Department of Elementary and Secondary Education
D. Kent King, Interim Commissioner of Education

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CORE DATA COLLECTION SYSTEM

OVERVIEW

The Core Data Collection System is an automated collection system with interactive edits which runs on IBM-compatible microcomputers (see Exhibit 1 - Technical Information).

Included in the system are 25 integrated screens which are used to update or enter new information (see Core Data Update). Data items are entered only once and are collected at the lowest level to maximize their usefulness in compliance with various state and federal reporting requirements.

School districts report data items five times during the year: beginning-of-the-year items in the August and October cycles, midyear items in the December and February cycles, and end-of-the-year items in the June cycle. Information reported is based upon the most current data available.

The August cycle submission is due August 15 and includes information used in producing the School Directory, estimated eligible pupils, actual summer school attendance and membership, and planned school calendar data. Data are reported on Screens 02 - District Data, 03 - District Contact Personnel, 04 - School Directory Data, 06 and 06A - District Tax Data, 08 - Attendance Center Data, 10 and 10A - School Calendar Data, 13 - Curriculum Adoption Plan, and 16 - Enrollment, Membership and Summer School Data.

The October cycle submission is due October 1 and includes information about educators, courses and assignments, enrollment, and September membership. Screens 16 - Enrollment, Membership and Summer School Data, 18 - Educator Data, 20 - Course and Assignment Data, and 22 - Sending School Courses and Enrollment are used.

The December cycle submission is due December 15 and includes information required for federal special education reports. Data are reported on Screen 11 - Special Education Placement Counts by Age during this cycle.

The February cycle submission is due February 15 and includes follow-up data on graduates, January membership, count of students home schooled, and count of students eligible for free or reduced lunch using federal programs eligibility guidelines and in accordance with Senate Bill 380. Data are reported on Screens 08 - Attendance Center Data, 15 - Home School/Free and Reduced Lunch Data, 16 - Enrollment, Membership and Summer School Data, 26 - Vocational Education Follow-Up, and 27 - Vocational Education Follow-Up - Sending District.

The June cycle submission should be made by June 30 and, in no case, later than July 15. End-of-the-year data are reported on Screens 02 - District Data, 05 - Vocational Limited English Proficient Student Count, 07 and 07A - Library Media Center, 09 - Discipline Incidents (Web only), 10 and 10A - School Calendar Data, 12 - Special Education Exiter Counts by Age, 14 - Attendance, Graduate, Transfer, Dropout Data, 14A - Resident II Attendance Data, 14B - K-8 Resident II Grade Point Average, 17 - Local Physical Fitness Assessment, and 24 - Summer School Courses and Enrollment.

After all data items have been updated for the appropriate cycle, an option is selected which checks for errors or incomplete data (see Final Error Checking). When all errors have been eliminated, a data file or diskette is created and submitted to the Department of Elementary and Secondary Education (see Create Data Transfer File). Optionally, paper reports may be printed (see Print Reports).

INSTALLATION PROCEDURES

The following instructions are step-by-step procedures to accomplish installation of the latest version of the Core Data Collection System program on a school district's computer. Installation of the district-specific data files from a diskette supplied by DESE is required; followed by downloading and installation of program files from the Internet.

STEP 1 – DATA DISKETTE - This procedure must be completed ***before*** installation of the Program Files.

1. Insert the district-specific Data Diskette sent to you by DESE into drive A. (If another drive is used instead of A, substitute its letter identifier for A in the next steps.)

2. Click on "Start" and then "Run".

3. Type **A:\datadisk**, click "OK".

   Read and follow the instructions which appear on each screen as it steps you through the "Data Disk Installation Process".

4. When prompted to "Please place backup disk 1 in drive A:", press the Enter key to continue.

5. When the installation window is blank and the heading in the upper left-hand corner reads "Finished - datadisk", click on the "X" in the upper right-hand corner to close that window.

6. Remove data diskette from drive and store properly.

STEP 2 – INTERNET PROGRAM FILES – This procedure must be completed ***after*** the Data Diskette installation process outlined above.

1. Log on to the DESE Web site at:

   http://www.dese.state.mo.us/divschsvc/coredata/download/WebInstall.html

2. Click the "Print" button on your browser toolbar **or** click "File", "Print", "OK" to print a copy of the download instructions on the Web page.

3. Follow these instructions to download and install the Core Data Program files from the Web page to your computer.

4. After installation of the Program Files is completed, your Core Data program is ready to enter data. Follow the instructions for "Starting the Program" on page 7 of the Core Data Collection System Manual.

STARTING THE PROGRAM

To start the Core Data Collection System program follow these steps:

1. Turn on the computer and obtain the **C:\>** prompt. (If the computer automatically runs a menu program, choose an option such as "Exit to DOS" and then type **CD** to return to the root directory.)

2. Type **DESECD** and press the enter key. (Type **DESECDH** if the computer uses DOS 5.0 in high memory.) The following screen will appear.

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

CORE DATA

Welcome to the Core Data Collection System Version 12.0

Enter Date : 07/07/00
Enter Cycle (A/O/D/F/J) : A

Enter School Year : 2000-01
Enter your Initials : KA

---

3. Answer the questions on the screen. (The standard answers are already present and may be chosen by just pressing the enter key once for each of the questions.)

   Enter Date: If correct, press the enter key, otherwise type the correct date and then press the enter key.

   Enter Cycle (A/O/D/F/J): Enter the letter identifying the Core Data cycle (**A**-August, **O**-October, **D**-December, **F**-February or **J**-June).

   Enter School Year: If correct, press the enter key, otherwise type the correct school year and then press the enter key.

   Enter your Initials: Type your initials and press the enter key.

   The following screen will appear initially.

```
                DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCREEN    : F.0                                                    07/01/00
VERSION   : 12.0       CORE DATA SYSTEM CHECKING INDEXES           08 00 am


                        THE COMPUTER IS CHECKING INDEXES.


Please be patient.  This might take a while.
```

After a short period of time, the following screen will appear, and the program will be started. Each option listed on the Core Data - Main Menu screen is explained in detail in the following chapters.

```
                DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCREEN    : M.0                                                    06/30/00
VERSION   : 12.0              CORE DATA - MAIN MENU              08 00 am


                        1. CORE DATA UPDATE
                        2. FINAL ERROR CHECKING
                        3. CREATE DATA TRANSFER FILE
                        4. PRINT REPORTS
                        5. BACKUP OR RESTORE
                        6. SET UP
                        7. RECREATE INDEXES
                        8. QUERY CORE DATA INFORMATION
                        9. UTILITIES MENU
                       10. EXIT

                            ENTER SELECTION:  1

Make Your Menu Selection
```

CORE DATA UPDATE

Choosing option 1 on the Core Data - Main Menu screen causes the following screen, Core Data System - Update Menu, to appear.

```
                DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCREEN    : 00                    CORE DATA SYSTEM                    07/01/00
VERSION   : 12.0                    UPDATE MENU                       08 00 am


 2. DISTRICT DATA                          13. CURRICULUM ADOPTION PLAN
 3. DISTRICT CONTACT PERSONNEL             14. ATTN, GRAD, TRNSFR, DROPOUT DATA
 4. DISTRICT SCHOOL DIRECTORY              15. HOME SCHOOL/FREE & REDUCED LUNCH
 5. VOC. LIMITED ENGLISH PROFICIENT        16. ENRLLMNT, MBRSHP & SUMR SCHL
 6. DISTRICT TAX DATA                      17. LOCAL PHYSICAL FITNESS ASSESSMENT
 7. LIBRARY MEDIA CENTER                   18. EDUCATOR / COURSE AND ASSIGNMENT
 8. ATTENDANCE CENTER                      22. SENDING SCHOOL
                                           24. SUMMER SCHOOL
10. SCHOOL CALENDAR HEADER/DETAIL          26. VOC. EDUCATION FOLLOW-UP
11. PLACEMENT SPECIAL EDUCATION            27. VOC. ED. FOLLOW-UP - SENDING SCHOOL
12. EXITERS SPECIAL EDUCATION

                          ENTER SELECTION:  0

                              F3 -EXIT
```

This screen provides access to each of the screens used to update data items. Each screen is chosen by typing the number of the screen and pressing the enter key. When updating is finished, pressing the F3 key exits the screen and returns to the Core Data - Main Menu screen.

When entering or updating data items on any of these screens, the following general rules apply.

1. Enter or update data by typing "over" the existing item. If the existing item needs to be erased, simply use the space bar to blank out the item, or use the delete key to remove the entry.

2. Move from one item to the next by pressing the enter key or the tab key.

3. If the cursor has moved too far, move back by pressing the shift-tab key.

4. Use the up-arrow and down-arrow keys to move the cursor to an item on the next line, up or down.

5. Special function keys, listed at the bottom of each update screen, may be pressed at any time. These will cause any changes in the data to be automatically saved before performing their designated function.

F1-HELP The F1 key displays help information about the current screen.

F3-EXIT The F3 key exits the current screen and returns to the previous screen. A question is first presented asking whether or not to do the edit checks. Type **Y** to have the computer check each data item for reasonableness. (If an item appears to be incorrect, a message will appear in a window in the center of the screen, indicating the potential error and asking whether to correct it or skip to the next item.) Type **N** to bypass the edit checks. A second question is then presented asking whether or not to save any changes made in the data displayed before exiting. Type **Y** if the changes are to be saved or type **N** if the changes are not to be saved. If the screen is saved, the computer will update the date and initials at the bottom of the screen.

Other function keys are found on specific screens and their functions are explained in the sections related to those screens.

The following sections in the chapter explain the data items required on each update screen.

DISTRICT DATA
(Screen 02)

August Cycle

The District Data screen allows entry and updating of data items at the district level. The items beginning with district name and ending with support staff count by employment and racial/ethnic categories are completed in the August cycle. (See Exhibit 2 for the definition of each racial/ethnic category.)

June Cycle

Three additional district level items related to summer school are reported in the June cycle. These items are summer school free lunch count, summer school reduced lunch count, and count of students attending summer school who are considered to be at-risk of academic failure.

```
SCREEN  : 02                      CORE DATA SYSTEM                      07/18/00
VERSION : 12.0                      DISTRICT DATA                       12 33 pm

SCHOOL YEAR:          ....-..
DISTRICT CODE/NAME    ... - ... ................................  ELEM DIST:  .
DISTRICT PHONE:      (.. ) ... - ....          DISTRICT FAX NO: (...) ... - ....
DIST ST AD:  ............................  PO AD:.............................
DISTRICT CITY: ........................... STATE:  MO          ZIP: 99999 - 9999
EMAIL:.....................................................................
SCHOOL BOARD SECY: ..................... ................. .   TITLE: ...
SECY HOME PHONE:    (...) ... - ....
SCHOOL BOARD PRES:  ..................... ................. .   TITLE: ...
PRES ST AD:  ............................  PO AD:.............................
PRES HOME CITY:........................... STATE: ..          ZIP:  99999 - 9999
EST ELIGIBLE PUPILS:       0   REGULAR CONTRACT DURATION (DAYS):  0   DISK: 3
CAREER LADDER STAGE 1:  .....   2:  .....   3: .....

FTE     OFF     CUST    FOOD    OTHER     TOTAL     BL    /  WH    / HSP  / ASN  / IND
  M:    0.00    0.00    0.00    0.00      0.00     0.00     0.00    0.00   0.00   0.00
  F:    0.00    0.00    0.00    0.00      0.00     0.00     0.00    0.00   0.00   0.00
SMR FREE LUNCH:  0          SMR REDUCED LUNCH:  0          SMR AT RISK:      0
F1 -HELP              F3 -EXIT
                              LAST ACTION: 03/18/98 DESE
```

ITEM DEFINITIONS -- DISTRICT DATA (Screen 02)

SCHOOL YEAR - School year for which data are collected. (This item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - District code/name - First three digits are the county number and the fourth through sixth digits are the district code number. (District code is displayed and cannot be changed at the local level.) The official name of the school district should be used.

ELEM DIST - "Y" indicates elementary district only.

DISTRICT PHONE - District telephone number: 3-digit area code and 7-digit number.

DIST FAX NO - District fax number: 3-digit area code and 7-digit number.

DIST ST AD - Street address for district office.

DIST PO AD - Post office box for district office.

DIST CITY - City in which district office is located.

STATE - "MO" is displayed.

ZIP - 9-digit Zip code of district office. (Do not enter hyphen.)

EMAIL - E-mail address of district administrator.

SCHOOL BOARD SECY - Last name, first name, and middle initial of board secretary.

TITLE - Title of board secretary. (Enter DR, MR, MS, MRS, REV, COL or SR.)

SECY HOME PHONE - Board secretary's home telephone number: 3-digit area code and 7-digit number.

SCHOOL BOARD PRES - Last name, first name, and middle initial of school board president.

TITLE - Title of board president. (Enter DR, MR, MS, MRS, REV, COL or SR.)

PRES ST AD - Street address of school board president.

PRES PO AD - Post office box of school board president.

PRES HOME CITY - City in which school board president resides.

STATE - Two-letter abbreviation of state in which school board president resides.

ZIP - 9-digit Zip code of board president's address. (Do not enter hyphen.)

EST ELIGIBLE PUPILS - Estimated number of eligible pupils defined by Section 163.011, RSMo, as regular term average daily attendance plus summer school average daily attendance doubled. (Use only if district is to be paid on an estimated pupils basis for current school year.)

REGULAR CONTRACT DURATION (DAYS) - Standard length in days of regular teacher contract.

DSK - Size of diskette is displayed from Disk/Drive Selection Screen I.2.

CAREER LADDER STAGE (1, 2, 3) - Dollar amount of salary paid to educators participating in Career Ladder Program for each stage, not to exceed $1,500 for Stage I, $3,000 for Stage II, and $5,000 for Stage III.

*** FTE *** (Counts of the support staff in requested categories reported on an FTE (full-time equivalent) basis. Nurses and aides reported on Screen 18 - Educator Data are not included here as they are counted with instructional staff.

MALE/OFF - FTE of male office/clerical employees.

MALE/CUST - FTE of male custodial/maintenance employees.

MALE/FOOD - FTE of male food service employees.

MALE/OTH - FTE of male employees in other support staff categories, e.g., bus drivers.

MALE/TOTAL - Total males employed in all categories. Item is system calculated and displayed.

MALE/BLK - FTE of Black male employees in all categories.

MALE/WH - FTE of White male employees in all categories.

MALE/HSP - FTE of Hispanic male employees in all categories.

MALE/ASN - FTE of Asian male employees in all categories.

MALE/IND -FTE of Indian male employees in all categories.

FEMALE/OFF - FTE of female office/clerical employees.

FEMALE/CUST - FTE of female custodial/maintenance employees.

FEMALE/FOOD - FTE of female food service employees.

FEMALE/OTH - FTE of female employees in other support staff categories, e.g., bus drivers.

FEMALE/TOTAL - Total females employed in all categories. Item is system calculated and displayed.

FEMALE/BLK - FTE of Black female employees in all categories.

FEMALE/WH - FTE of White female employees in all categories.

FEMALE/HSP - FTE of Hispanic female employees in all categories.

FEMALE/ASN - FTE of Asian female employees in all categories.

FEMALE/IND -FTE of Indian female employees in all categories.

SMR FREE LUNCH - Summer school students eligible for free lunches.

SMR REDUCED LUNCH - Summer school students eligible for reduced-price lunches.

SMR AT RISK - Summer school students at risk of academic failure. The definition of "at risk" is the same as used in determining allowability for Line 14 monies (Implementation of the Children at Risk in Education Program). Enter total of students eligible for free lunches and students eligible for reduced-price lunches, plus any additional at-risk students identified by the district.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F3-EXIT - Returns to the Core Data - Update Menu screen.

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DISTRICT CONTACT PERSONNEL
(Screen 03)

August Cycle

The District Contact Personnel screen lists the personnel to be contacted with regard to the various programs or responsibilities identified on the screen.

```
SCREEN  : 03                      CORE DATA SYSTEM                        07/04/00
VERSION : 12.0                DISTRICT CONTACT PERSONNEL                  11 32 am
SCHOOL YEAR:  ....-..   DIST CODE/NAME:  ...-...  ..............................
                        ----------------NAME-------------
                        LAST              FIRST         MI   TITL  PHONE NUMBER  BLDG
ASSESSMENT        :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
CERTIFICATION     :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
COMMUNITY EDUC    :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
CORE DATA         :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
CURRICULUM        :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
ECSE              :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
FINANCE           :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
GIFTED PROGRAMS   :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
HOMELESS          :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
LIBRARY MEDIA     :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
MENTORING PROG    :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
PARENT EDUCATOR   :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
PDC CHAIR         :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
PUPIL TRANS.      :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
SAFETY            :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
SCHL BLDG USAGE   :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
SCHL VOLUNTEER    :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
SCHL/BUS PARTNR   :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
SCHOOL-AGE CARE   :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
SENIOR CITIZEN    :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
SERVICE LEARNING  :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
SPECIAL ED.       :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
TECHNOLOGY        :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
VEDS              :  ..............  ...........  .  ..  (...) ...-....  ....
EMAIL:  ..........................................................................
F1  -HELP   F3 -EXIT   F7 -BKWD    F8  -FRWD    F9 -ITEM BROWSE
```

ITEM DEFINITIONS – DISTRICT CONTACT PERSONNEL (Screen 03)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

The programs or responsibilities identified on Screen 03 for which a district-level contact person is designated, along with a brief description, are:

ASSESSMENT - Person responsible for statewide testing of students in the district.

CERTIFICATION - Person responsible for verification of credentials for certificated staff.

COMMUNITY EDUC - Person responsible for coordinating school facilities and instructors to provide lifelong learning opportunities to meet the needs of community members.

CORE DATA - Person responsible for coordination of Core Data Collection and submission of data to the Department.

CURRICULUM - Person responsible for curriculum services and development.

ECSE - Person responsible for administration of the Early Childhood Special Education program.

FINANCE- Person responsible for coordination of fiscal operations. This person submits the Annual Secretary of the Board Report to the Department.

GIFTED PROGRAMS - Person responsible for coordinating programs for gifted students within the district.

HOMELESS - Person responsible for coordinating services for identified homeless children and youth, providing training on the needs of homeless children, and ensuring compliance of MSIP Standard 8.E.

LIBRARY MEDIA - Person responsible for reporting and coordinating library media services.

MENTORING PROG - Person responsible for coordinating individuals from businesses and/or the community to serve as mentors in the school to assist, support and motivate students to succeed in their classroom learning experiences.

PARENT EDUCATOR - Person responsible for coordinating parent education application, final report, and program operation.

PDC CHAIR - Professional Development Committee chairperson.

PUPIL TRANS. - Person responsible for responding to questions regarding the Application for State Transportation, school bus and facility depreciation schedules, and route approval report.

SAFETY - Person appointed by the Board to be responsible for safety in the district (MSIP Standard 14.4).

SCHL BLDG USAGE - Person responsible for scheduling availability of school facilities to parents, businesses, organizations and community members when not needed for traditional K-12 classroom activities or school functions.

SCHL VOLUNTEER - Person responsible for promoting and coordinating School Volunteer Program to utilize the time and expertise of adults in the community to improve the education and services provided by the public schools for their students.

SCHL/BUS PARTNR - Person responsible for coordinating school partnerships with businesses, organizations, or higher education institutions to provide unique educational opportunities or services to students.

SCHOOL-AGE CARE - Person responsible for school-age child care program provided in school buildings when school is not in session and parents are working.

SENIOR CITIZEN - Person responsible for coordinating services to senior citizens and/or utilizing their years of experience to assist students in their classroom learning experiences.

SERVICE LEARNING - Person responsible for coordinating Service-Learning program through which students and teachers use community service projects as a way of meeting the goals and objectives of regular classroom curriculum.

SPECIAL ED. - Person responsible for collecting and reporting data for purposes of exceptional pupil aid payments for teacher, ancillary, and paraprofessional personnel.

TECHNOLOGY - Person responsible for coordination of technology planning and implementation and for state technology grant programs.

VEDS - (Vocational Education Data System) - Person responsible for responding to questions related to vocational class enrollment or placement reports.

Data designating the contact person for each of the above-listed programs or responsiblities should be reported as defined below:

NAME/LAST - Last name of designated contact person.

NAME/FIRST - First name of designated contact person.

NAME/MI - Middle initial of designated contact person.

TITLE - Title of designated contact person. (Enter DR, MR, MS, MRS, SR, REV or COL.)

PHONE NUMBER - Telephone number of designated contact person: 3-digit area code and 7-digit number.

BLDG - 4-digit school number identifying the attendance center in which the designated contact person is located. (Use 1000 if located in central office.)

EMAIL - E-mail address of designated contact person.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F7-BKWD - Scrolls the screen backward.

F8-FRWD - Scrolls the screen forward.

F9-ITEM BROWSE - Displays list of acceptable values for current item.

13

DISTRICT SCHOOL DIRECTORY ADM/SUP DATA
(Screen 04)

August Cycle

The District School Directory Administrative/Supervisory Data screen lists the administrative/ supervisory personnel to be published in the *Missouri School Directory*.

Line one should always be the district administrator. The secretary to the superintendent should also be listed on this screen. Other administrative/supervisory personnel selected to be published in the *Missouri School Directory* must be in a central office supervisory position the majority of their working time. Do not list school board president, school board secretary or school building principals on this screen.

```
SCREEN  : 04                    CORE DATA SYSTEM                    07/04/00
VERSION : 12.0       DISTRICT SCHOOL DIRECTORY ADM/SUP DATA          11 32 am

SCHOOL YEAR: ....-.. DIST CODE/NAME:  ...-...  ..............................
LIN  ____________________NAME_____________                                DIST
NO   LAST               FIRST          MI   TITLE   POSITION              YRS
 1   ................   ...........    .    ...     ......................  ..
EMAIL: ..........................................................
 2   ................   ...........    .    ...     ......................  ..
EMAIL: ..........................................................
 3   ................   ...........    .    ...     ......................  ..
EMAIL: ..........................................................
 4   ................   ...........    .    ...     ......................  ..
EMAIL: ..........................................................
 5   ................   ...........    .    ...     ......................  ..
EMAIL: ..........................................................
 6   ................   ...........    .    ...     ......................  ..
EMAIL: ..........................................................

F1  -HELP    F3 -EXIT     F7 -BKWD    F8  -FRWD              SHIFT-F4 -DELETE

                LAST ACTION:   ../../..  ....
```

ITEM DEFINITIONS – DISTRICT SCHOOL DIRECTORY ADM/SUP DATA (Screen 04)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

LINE NO - A sequential number for each line assigned by the system. Line one is always the superintendent of schools for high school districts and is the school administrator for elementary districts.

NAME/LAST - Last name of administrative/supervisory personnel to be printed in the *Missouri School Directory*.

NAME/FIRST - First name of administrative/supervisory personnel to be printed in the *Missouri School Directory*.

NAME/MI - Middle initial of administrative/supervisory personnel to be printed in the *Missouri School Directory*.

TITLE - Title of administrative/supervisory personnel named. (Enter DR, MR, MS, MRS, REV, COL or SR.)

POSITION - Job title of the administrative/supervisory personnel named.

YRS DIST - Number of years administrative/supervisory personnel named has been employed in district including the current year. (This number for preprinted names has been increased by one from the number shown for the previous year.)

EMAIL - E-mail address of administrative/supervisory personnel named on preceding line.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F7-BKWD - Scrolls the screen backward.

F8-FRWD - Scrolls the screen forward.

SHFT-F4-DELETE - Deletes the line of information where the cursor is located.

VOCATIONAL LIMITED ENGLISH PROFICIENT STUDENT COUNT
(Screen 05)

June Cycle

The Vocational Limited English Proficient Student Count screen is used to determine the number of Limited English Proficient (LEP) students in Missouri schools enrolled in vocational education programs. A student with limited English proficiency is defined as follows: A student with a non-English language background whose aural comprehensive, speaking, reading or writing proficiency in English is below the average English proficiency level of students in the same age and/or grade whose first or native language is English.

The count is not a nationality nor a surname report and students should be reported exclusively on the basis of their language background. Students with a non-English background who are already being served by a special program (e.g., Title 1, Special Education, Migrant Education, Refugee) are to be included in the count for those students enrolled in a vocational program/course.

A district reporting no vocational limited English proficient students should enter **000000** on the first line under the COURSE NUMBER column. (The word "none" will display in the corresponding COURSE NAME field.)

```
SCREEN  : 05                        CORE DATA SYSTEM                          07/01/00
VERSION : 12.0  VOCATIONAL LIMITED ENGLISH PROFICIENT STUDENT COUNT           11 32 am

SCHOOL YEAR: ....-..      DIST CODE/NAME: ...-...  ..........................
    COURSE
NUMBER NAME                                        SECONDARY   ADULT   POSTSECONDARY
...... ..........................                      0         0          0
...... ..........................                      0         0          0
...... ..........................                      0         0          0
...... ..........................                      0         0          0
...... ..........................                      0         0          0
...... ..........................                      0         0          0
...... ..........................                      0         0          0
...... ..........................                      0         0          0
...... ..........................                      0         0          0
...... ..........................                      0         0          0
...... ..........................                      0         0          0
...... ..........................                      0         0          0
...... ..........................                      0         0          0

F1 -HELP    F3 -EXIT    F7 -BKWD    F8 -FRWD     F9 -ITEM BROWSE    SHFT-F4 -DELETE

                  LAST ACTION:    07/01/98  KA
```

ITEM DEFINITIONS – VOCATIONAL LIMITED ENGLISH PROFICIENT STUDENT COUNT (Screen 05)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

COURSE/NUMBER - Course code that identifies the vocational program/course (see Exhibit 10) in which LEP students are enrolled. A district reporting no vocational limited English proficient students should enter **000000** on the first line under the COURSE NUMBER column. (The word "none" will display in the corresponding COURSE NAME field.)

COURSE/NAME - Course name abbreviation displayed by system (see Exhibit 10).

SECONDARY - Number of secondary LEP students enrolled in vocational program/course.

ADULT - Number of adult LEP students enrolled in vocational program/course.

POSTSECONDARY - Number of postsecondary LEP students enrolled in vocational program/course *who are receiving college credit.*

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F7-BKWD - Scrolls the screen backward.

F8-FRWD - Scrolls the screen forward.

F9-ITEM BROWSE - Displays list of acceptable values for current item.

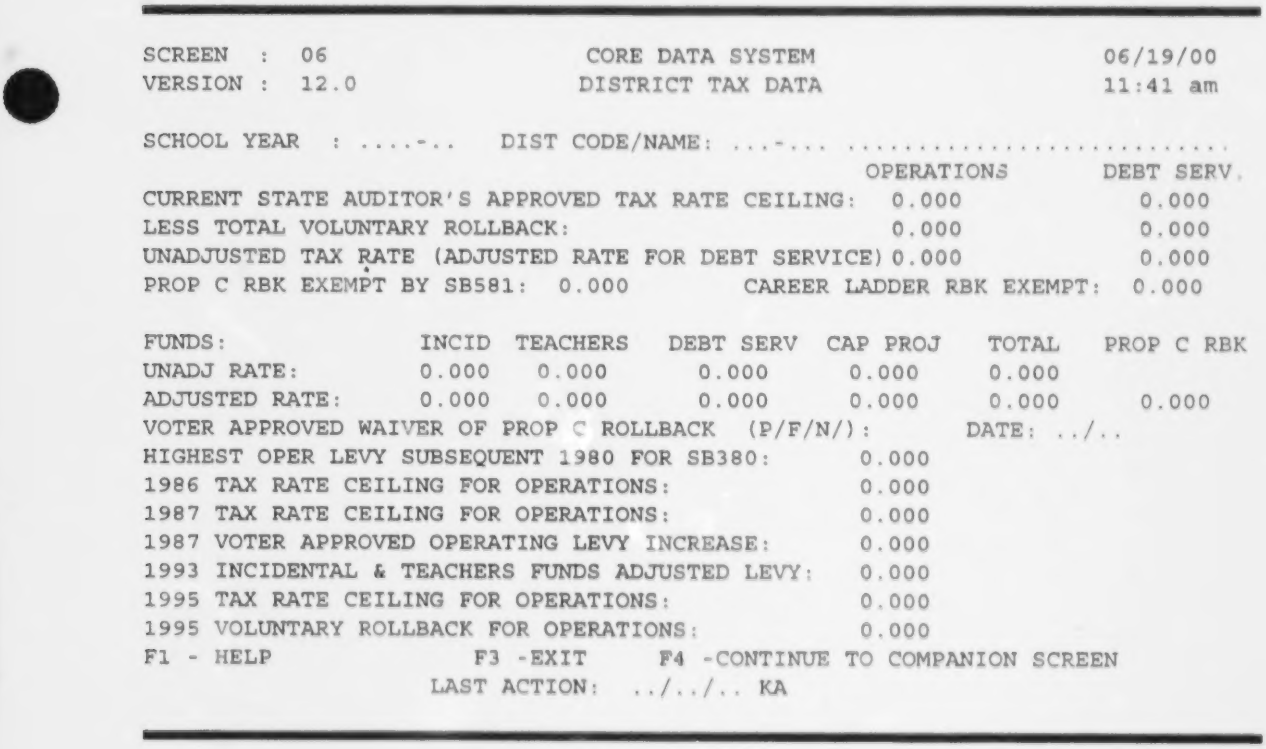
SHFT-F4-DELETE - Deletes the course line where the cursor is located.

DISTRICT TAX DATA
(Screens 06 and 06A)

August Cycle

The District Tax Data screen has a primary and a companion screen for School Finance information to report tax levies and assessed valuations and to determine the amount of the levy rollback as a result of Proposition "C", School District Trust Fund, and sales tax revenue. The information is collected in the August Cycle and should reflect the final information reported to the school district by the State Auditor's Office (SAO) and information the district has reported to its county clerk(s) regarding tax rates for the current year.

The district's highest operating levy subsequent to 1980 (Senate Bill 380, 1993); the 1986, 1987, and 1995 tax rate ceilings; the 1987 voter approved operating levy increase that took effect in 1987; 1993 Incidental and Teachers Funds adjusted levy; the 1995 voluntary rollback for operations; the 1989 SAO Form C-1, line 9, amount not allowed as a tax rate increase; the 1995 SAO Form B-1, line 5, amount not allowed as a tax rate increase; and the 1986 Real Property Assessed Valuation from the 1986 Supplement are built into a table. These items are "view only" and cannot be updated by the district directly. If information is incorrect, provide written documentation regarding the particular item. The information will be reviewed by the School Finance Section to determine if changes to the permanent files are necessary.



```
SCREEN  :  06                    CORE DATA SYSTEM                    06/19/00
VERSION :  12.0                 DISTRICT TAX DATA                    11:41 am

SCHOOL YEAR  : ....-..   DIST CODE/NAME: ...-... ..........................
                                                    OPERATIONS      DEBT SERV.
CURRENT STATE AUDITOR'S APPROVED TAX RATE CEILING:   0.000            0.000
LESS TOTAL VOLUNTARY ROLLBACK:                       0.000            0.000
UNADJUSTED TAX RATE (ADJUSTED RATE FOR DEBT SERVICE) 0.000            0.000
PROP C RBK EXEMPT BY SB581:  0.000        CAREER LADDER RBK EXEMPT:  0.000

FUNDS:              INCID  TEACHERS   DEBT SERV  CAP PROJ    TOTAL   PROP C RBK
UNADJ RATE:         0.000    0.000       0.000      0.000     0.000
ADJUSTED RATE:      0.000    0.000       0.000      0.000     0.000      0.000
VOTER APPROVED WAIVER OF PROP C ROLLBACK  (P/F/N/):       DATE: ../..
HIGHEST OPER LEVY SUBSEQUENT 1980 FOR SB380:      0.000
1986 TAX RATE CEILING FOR OPERATIONS:             0.000
1987 TAX RATE CEILING FOR OPERATIONS:             0.000
1987 VOTER APPROVED OPERATING LEVY INCREASE:      0.000
1993 INCIDENTAL & TEACHERS FUNDS ADJUSTED LEVY:   0.000
1995 TAX RATE CEILING FOR OPERATIONS:             0.000
1995 VOLUNTARY ROLLBACK FOR OPERATIONS:           0.000
F1 - HELP              F3 -EXIT     F4 -CONTINUE TO COMPANION SCREEN
                    LAST ACTION:  ../../.. KA
```

```
SCREEN  :  06 A                    CORE DATA SYSTEM                    06/19/00
VERSION :  12.0                    DISTRICT TAX DATA                   11:37 am

SCHOOL YEAR : ....-..  DIST CODE/NAME:  ...-...  ............................

        -CURRENT YEAR ASSESSED VALUATION OF DISTRICT IN VARIOUS COUNTIES-
   COUNTY       REAL PROPERTY            PERSONAL PROPERTY      TOTAL COUNTY
     ...                    0                            0                 0
     ...                    0                            0                 0
     ...                    0                            0                 0
                            0                            0                 0
                            0                            0                 0
                 ------------            -----------------    -------------
    TOTAL                   0                            0                 0
1989 RATE ADJ(AGRI PERS PROP LOSS): 0.000  1986 REAL PROPERTY AV:          0
1995 RATE ADJ(APART PROP LOSS):     0.000
---ADJ FOR BLANKET CHANGE---      REV. LOST-OTHER REAL PROP LOSS IN AV    0
REAL PROP AV:           0        RECOUPMENT UNCOLLECTED IN PRIOR YRS.    0
AG PERS PROP AV:        0        PRIOR YEAR ADJ. FOR PROP C ROLLBACK     0
APART PERS PROP AV:     0
TOTAL:                  0
F1 - HELP                          F3 -EXIT TO COMPANION SCREEN
                LAST ACTION:  06/19/98  KA
```

ITEM DEFINITIONS – DISTRICT TAX DATA (Screens 06 and 06A)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

CURRENT STATE AUDITOR'S APPROVED TAX RATE CEILING-OPERATIONS - Maximum amount for operating funds (Incidental, Teachers and Capital Projects Funds) approved by SAO for current year that district could levy before completing Proposition C rollback plus any recoupment levy approved by SAO or any temporary additional operating levy approved by voters.

CURRENT STATE AUDITOR'S APPROVED TAX RATE CEILING-DEBT SERVICE - Maximum amount for Debt Service Fund approved by SAO for current year that district could levy plus any recoupment levy approved by SAO.

LESS TOTAL VOLUNTARY ROLLBACK-OPERATIONS - Amount of tax rate ceiling (operating funds--Incidental, Teachers and Capital Projects Funds) that district does not intend to levy for current year.

LESS TOTAL VOLUNTARY ROLLBACK-DEBT SERVICE - Amount of Debt Service Fund levy that district does not intend to levy for current year.

UNADJUSTED TAX RATE-OPERATIONS - Amount of tax levy in operating funds (Incidental, Teachers and Capital Projects Funds) after voluntary rollback (if any) but before Proposition C rollback. Item is system calculated and displayed.

UNADJUSTED TAX RATE-DEBT SERVICE - Amount of tax levy in Debt Service Fund after voluntary rollback. Unadjusted Debt Service Fund levy will be the same as the adjusted Debt Service Fund levy and is the actual levy on which taxes are collected for Debt Service Fund. (Proposition C rollback cannot occur in Debt Service Fund.) Item is system calculated and displayed.

PROP C RBK EXEMPT BY SB 581 - For district that is identified in the current year as financially stressed, amount of calculated Proposition C Rollback (expressed in cents per $100 assessed valuation) that will not be rolled back by district in current year.

CAREER LADDER RBK EXEMPT - Amount of Proposition C rollback (expressed in cents per $100 assessed valuation) used for career ladder match.

UNADJUSTED RATE-INCIDENTAL FUND - Amount of tax levy in Incidental (General) Fund before Proposition C rollback but after voluntary rollback (if any).

UNADJUSTED RATE-TEACHERS FUND - Amount of tax levy in Teachers (Special Revenue) Fund before Proposition C rollback but after voluntary rollback (if any).

UNADJUSTED RATE-DEBT SERVICE FUND - Amount of tax levy in Debt Service Fund after voluntary rollback. Unadjusted Debt Service Fund levy will be the same as adjusted Debt Service Fund levy and is the actual levy on which taxes are to be collected during the current year for Debt Service Fund. Item is system calculated and displayed.

UNADJUSTED RATE-CAPITAL PROJECTS - Amount of tax levy in Capital Projects Fund. (Proposition C rollback cannot occur in Capital Projects Fund.)

TOTAL UNADJUSTED RATE - Total of unadjusted rates in all funds before Proposition C rollback but after voluntary rollback (if any). Item is system calculated and displayed.

ADJUSTED RATE-INCIDENTAL FUND - Amount of tax levy in Incidental (General) Fund after Proposition C rollback (if any). This amount will be extended onto county tax books and must be equal to or less than the Unadjusted Rate-Incidental Fund.

ADJUSTED RATE-TEACHERS FUND - Amount of tax levy in Teachers (Special Revenue) Fund after Proposition C rollback (if any). This amount will be extended onto county tax books and must be equal to or less than the Unadjusted Rate-Teachers Fund.

ADJUSTED RATE-DEBT SERVICE FUND - Amount of tax levy in Debt Service Fund after voluntary rollback. Adjusted Debt Service Fund levy will be the same as unadjusted Debt Service Fund levy and is the actual levy on which taxes are collected for Debt Service Fund. (A Proposition C rollback does not occur in the Debt Service Fund; hence, unadjusted and adjusted rates are the same.) Item is system calculated and displayed.

ADJUSTED RATE-CAPITAL PROJECTS FUND - Amount of tax levy in Capital Projects Fund. This amount will be extended onto county tax books and must be equal to the Unadjusted Rate-Capital Projects Fund. (Proposition C rollback cannot occur in Capital Projects Fund.) Item is system calculated and displayed.

TOTAL ADJUSTED RATE - Total of adjusted rates in all funds after Proposition C rollback and is the amount extended onto county tax books. Must be equal to or less than Total Unadjusted Rate. If district does a Proposition C rollback (fully or partially), the amount of Adjusted Rate-Total is equal to the Unadjusted Rate-Total minus Proposition C rollback amount. Item is system calculated and displayed.

PROP C RBK - Amount of Proposition C rollback calculated as difference between unadjusted and adjusted operating rates for school purposes (Incidental and Teachers Funds) to be rolled back in the current year. Item is system calculated and displayed.

VOTER APPROVED WAIVER OF PROP C ROLLBACK-(P/F/N) - Indicate "P" if partial waiver, "F" if full waiver, and "N" if no waiver of Proposition C rollback. Item has been displayed for waivers occurring before September 1, 1999.

VOTER APPROVED WAIVER OF PROP C ROLLBACK-DATE - Indicate the month and year the voters approved the partial or full waiver of Proposition C rollback. Item has been displayed for waivers occurring before September 1, 1999.

HIGHEST OPERATING LEVY SUBSEQUENT 1980 FOR SB 380 - Highest operating levy (all funds but Debt Service Fund) for district since 1980 as provided for in Senate Bill 380 (1993). Item is system generated.

1986 TAX RATE CEILING FOR OPERATIONS - Maximum levy amount for operating funds that district could levy before Proposition C rollback in 1986 as approved by SAO. Item is system generated.

1987 TAX RATE CEILING FOR OPERATIONS - Maximum levy amount for operating funds that district could levy before Proposition C rollback as amended for 1987 and approved by SAO. Item is system generated.

1987 VOTER APPROVED OPERATING LEVY INCREASE - Amount of 1987 voter approved levy increase for operating funds that took effect in 1987. Item is system generated.

1993 INCIDENTAL + TEACHERS FUNDS ADJUSTED LEVY - Sum of 1993 Incidental and Teachers Funds adjusted levy. Item is system generated.

1995 TAX RATE CEILING FOR OPERATIONS - Maximum levy amount for operating funds that district could levy before Proposition C rollback in 1995 as approved by SAO. Item is system generated.

1995 VOLUNTARY ROLLBACK FOR OPERATIONS - Amount of tax rate ceiling for operations that district did not levy in 1995. Item is system generated.

******* CURRENT YEAR ASSESSED VALUATION OF DISTRICT IN VARIOUS COUNTIES ******* Amount of current year's assessed valuation for district in each county where district has land. New or current year assessed valuations are those transmitted to school district no later than July 1 **or** as amended by county prior to September 1 upon which the tax rate ceiling **and** Proposition C rollback calculations were made. Assessed valuation, separated by real property (total of residential, horticultural/agricultural, and utility/commercial) and by personal property are entered by county. Locally assessed railroad and utility assessed valuations are broken out by county clerk or assessor as real **and** personal and included in appropriate categories. (If county aggregate assessed valuation form shows one number for locally assessed railroad and utility assessed valuation, district must follow up with county to get the proper breakdown and add to appropriate categories.) Total of real and personal property and grand total assessed valuation are system calculated based on data entered by school district.

1989 RATE ADJ (AGRI PERS PROP LOSS) - Number of cents from 1989 SAO Form C-1, line 9, that district was not allowed to use in increasing its tax rate ceiling for operating funds. Item is system generated.

1995 RATE ADJ (APART PROP LOSS) - Number of cents from 1995 SAO Form B-1, line 5, that district was not allowed to use in increasing its tax rate ceiling for operations. The rate adjustment was due to reclassification of some commercial property to residential property.

1986 REAL PROPERTY AV - Amount of real property assessed valuation reported by school district in 1986 on the 1986 Supplement #1 to the Application for State School Money. Item is system generated.

ADJUSTMENT FOR BLANKET CHANGE - Amounts for each of the four fields are based on information on file for 1986, 1987, 1989, 1995, and the current year's tax levies and assessed valuation. If district is entitled to an amount in any of these fields, amount will be system generated and displayed. District should check this calculation against its tax reduction (Proposition C rollback) worksheet, line 1c, completed for current year.

REVENUE AMOUNT LOST FROM OTHER REAL PROPERTY DECREASES IN ASSESSED VALUATION [Requires additional separate documentation to School Finance Section] - Revenue loss (if any) from decrease in real property other than blanket changes as result of general reassessment from 1986 to current year. Revenue loss is calculated by taking other real property assessed valuation declines divided by 100 and multiplied by 1986 tax rate ceiling for operations. Amount entered here by school district will need written narrative explanation sent directly to School Finance Section when August Core Data diskette is submitted. Information will be reviewed by School Finance Section to see if inclusion is warranted.

RECOUPMENT DOLLARS DISTRICT FAILED TO COLLECT IN PRIOR YEARS [Requires additional separate documentation to School Finance Section] - Revenue amount used by school district to identify revenue loss district failed to recoup in prior years. Revenue loss is calculated by taking lost assessed valuation divided by 100 and multiplied by current tax rate ceiling for operations. Amount entered here by school district will need written narrative explanation sent directly to School Finance Section when August Core Data diskette is submitted. Information will be reviewed by School Finance Section to see if inclusion is warranted.

PRIOR YEAR ADJUSTMENT FOR PROPOSITION C ROLLBACK - Amount (if any) district missed its Proposition C rollback the prior year. Negative amount will be preceded by a negative sign (-). [A district exceeding its rollback the prior year will have a negative number in this field. A district falling short in its rollback the prior year will have a positive number in this field.] Check district's Proposition C compliance letter for prior year and district's tax reduction (Proposition C rollback) worksheet, line 1b, completed for current year. Item is system generated.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F4-CONTINUE TO COMPANION SCREEN - Moves to companion screen (6A or back to 6).

LIBRARY MEDIA CENTER
(Screen 07)

June Cycle

The Library Media Center screens (07 and 07A) are used to report data on school library media centers for school officials and the Department of Elementary and Secondary Education, Missouri School Improvement Program, to evaluate based on the *Standards for Missouri School Library Media Centers* (1997). Refer to the *Standards* document when completing the Library Media Center screens (07 and 07A).

Screen 07 reports funding for the library media center identified; and for each Screen 07 reported, a corresponding Screen 07A reporting materials and equipment must be completed. Data are reported by attendance center, including the central office (Building 1000).

```
SCREEN  : 07                    CORE DATA SYSTEM                    02/01/00
VERSION : 12.0                LIBRARY MEDIA CENTER                  11 32 am

SCHOOL YEAR:  ....-..   DIST CODE/NAME:  ...-...  ..........................
BLDG NO/NAME  ....  ..........................            SEATING: .......
ENROLLMENT SERVED:  ......     STAFF SERVED: ......   GRADES SERVED: .. - ..
SQ FT READ/REF AREA: .....     SQ FT ANCILLARY AREAS: ......

SOURCES OF FUNDS      SUPPLIES   MATERIALS   EQUIPMENT   OTHER       TOTAL
 FREE TEXTBOOK:       ........   ........                           ........
 INCENTIVE GRANT:     ........   ........    ........   ........    ........
 TECHNOLOGY GRANT:    ........   ........    ........   ........    ........
 TITLE VI:            ........   ........    ........   ........    ........
 VIDEO GRANT:         ........   ........    ........   ........    ........
 FUND RAISERS/GIFTS:  ........   ........    ........   ........    ........
 LOCAL FUNDS:         ........   ........    ........   ........    ........
 OTHER:               ........   ........    ........   ........    ........
 TOTAL:              ..........  ..........  ..........  ..........  ..........

F1 -HELP  F2 -BROWSE  F3 -EXIT   F4 -RESOURCES  F6 -NXT BLDG   SHFT-F4 -DELETE

                LAST ACTION:   06/01/98  KA

Press F-3 to Exit, F-2 to Scroll or Enter for new Building/Grade.
```

ITEM DEFINITIONS – LIBRARY MEDIA CENTER (Screen 07)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

BLDG NO/NAME - 4-digit school number of the attendance center. Name is displayed from Attendance Center screen (08). Report district resources not allocated to a specific attendance center in the central office (1000).

SEATING - Total number of students that can be seated in the library media center at one time.

ENROLLMENT SERVED - Total number of students served by this library media center.

STAFF SERVED - Total full-time equivalency (FTE) of certificated staff served by this library media center. One FTE is equal to the minimum number of hours required by the district to be considered a full-time employee. Combine part-time employee hours to calculate full-time equivalency.

GRADES SERVED - Lowest and highest grade levels (PK-12) served by this library media center. Valid values are PK, K and 1-12. "U" is a valid value for an attendance center housing only ungraded students.

SQ FT READ/REF AREA - Total square footage of the reading/reference area for this library media center.

SQ FT ANCILLARY AREAS - Total square footage of the ancillary areas for this library media center. Ancillary areas include auxiliary or supplementary areas such as staff office or workroom, equipment storage, conference rooms, computer labs with access to library media center resources, and production facilities. Refer to the *Standards* document for further information.

The designated categories (column headings) for which the "Sources of Funds" identified below should be reported are defined as follows:

SUPPLIES - Amount expended on consumable items (paper, toner, glue, tape, etc.) used in the daily operation of this library media center.

MATERIALS - Amount expended on reading, listening, and viewing items in any format which have been cataloged, inventoried, and disseminated through this library media center.

EQUIPMENT - Amount expended on equipment (computers, projectors, tape recorders, etc.) purchased for use by this library media center.

OTHER - Amount expended on other areas which are not specifically reported as Supplies, Materials or Equipment for this library media center.

TOTAL - Total amount expended for this library media center for each source of funds and a total amount expended for all funds. Item is system calculated and displayed.

SOURCES OF FUNDS Enter the amount expended for this library media center under the designated categories described above for each of the "Sources of Funds" listed on Screen 07. The sources of funds are defined as follows:

FREE TEXTBOOK - (Foreign Insurance Aid) Monies expended for this library media center only which the district received from the state for the purchase of textbooks, supplemental texts, library and reference books, contractual educational services and instructional supplies used by the children in the classroom per Section 170.051, RSMo.

INCENTIVE GRANT - Monies expended for this library media center which were received from the state through the Excellence in Education Act for Incentive Grants.

TECHNOLOGY GRANT - Monies expended for this library media center which were received through the Outstanding Schools Act, Senate Bill 380 (1993) for the purchase of computers, data transmission lines, networking hardware/software and science/math lab equipment (Section 170.254, RSMo).

TITLE VI - (IASA) Monies expended for this library media center which were received from the federal government through the state to support education reform through Innovative Education Programs.

VIDEO GRANT - Monies expended for this library media center which were received from grants awarded from the distribution of state video tax revenue.

FUND RAISERS/GIFTS - Monies expended for this library media center which were received from local fund raising activities or private gifts/donations.

LOCAL FUNDS - Monies expended for this library media center which were received from local funding sources (real and personal property taxes, Proposition C, etc.).

OTHER - Monies expended for this library media center which were received from sources other than those specifically named above.

TOTAL - Total amount expended for this library media center for each category: Supplies, Materials, Equipment, and Other. Item is system calculated and displayed.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F2-BROWSE - Displays list of library media centers currently entered. Use cursor movement keys and enter key to select library media center to update.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F4- RESOURCES - Continues to the corresponding Screen 07A.

F6-NXT BLDG - Displays the next library media center in the district.

SHFT-F4-DELETE - Deletes the information currently displayed.

LIBRARY MEDIA CENTER
(Screen 07A)

June Cycle

The Library Media Center screen (07A) is reported in conjunction with Screen 07. For each library media center for which funding is reported on Screen 07, a corresponding Screen 7A reporting materials and equipment must be completed. Data are reported by attendance center, including the central office (Building No. 1000).

Refer to the *Standards for Missouri School Library Centers* (1997) when completing the Library Media Center screens (07 and 07A).

```
SCREEN  : 07A                    CORE DATA SYSTEM                    02/01/00
VERSION : 12.0                   LIBRARY MEDIA CENTER                11 32 am

SCHOOL YEAR:  ....-..   DIST CODE/NAME:  ...-...  ..........................
BLDG NO/NAME  ....  ..........................
```

	TOTAL HOLDINGS	TOT. ITEM COUNTABLE		ACCESS POINTS LMC	BLDG
REFERENCE:	.....	.....	PERIODICAL WRKSTN:	.....	.....
NONFICTION:	.....	.....	ELECTRONIC CATALOG:	.....	.....
FICTION:	.....		CD-ROM:	.....	.....
MAGAZINE SUB:	.....		DIAL UP (MODEM):	.....	.....
NEWSPAPER SUB:	.....		DIRECT INTERNET:	.....	.....
PERIODICAL INDEX:	.....		SATELLITE/CABLE:	.....	.....
VISUAL MATERIAL:	.....	.....	FACSIMILE MACHINES:	.....	
PROF MATERIAL:	.....	.....	TELEPHONE LINES:	.....	
PROF JOURNAL SUB:	.....				
SELECTION TOOLS:	.....				

```
F1 -HELP     F4 -RETURN TO LMC FUNDING
                  LAST ACTION:   06/01/98  KA
```

ITEM DEFINITIONS – LIBRARY MEDIA CENTER (Screen 07A)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

BLDG NO/NAME - Item is displayed from Library Media Center screen (07).

Count (column headings) by which library media center resources listed on Screen 07A should be reported are defined as:

TOTAL HOLDINGS - Enter the count of all the items in this library media center collection in each of the resource categories regardless of copyright date.

TOT. ITEM COUNTABLE - Total Holdings minus the number of items older than 12 years in the 11 designated time-sensitive areas equals total countable items. Refer to the *Standards for Missouri School Library Media Centers* for assistance in identifying time-sensitive categories.

The resource categories for which counts should be reported on Screen 07A are defined below. The *Standards for Missouri School Library Media Centers* contains a more in-depth description of the materials included in each of these categories.

REFERENCE - The reference collection may consist of a variety of formats. Reference collections in print and electronic formats should focus on subject-related reference resources such as field guides, collective biographies, almanacs, dictionaries, and encyclopedias. (Copyright sensitive)

NONFICTION - The nonfiction collection, including print, electronic, and audio formats, complemented by the reference collection and other holdings, provides information that supports research, enhances the curriculum, encourages hobbies and personal interest, and motivates students to seek information and develop new interests. (Copyright sensitive)

FICTION - Fiction materials, based upon imaginary characters and events, should contribute to developing vocabulary and reading comprehension, to broadening students' interests and backgrounds, and to encouraging a general appreciation of literature. (All countable)

MAGAZINE SUB - Magazine subscriptions providing a major source of information, seasonal literature, opinions, and other curricular and motivational information. (Refer to the *Standards* document for counting electronic access to periodical resources.)

NEWSPAPER SUB - Newspaper subscriptions providing local, state and national/international coverage of current events.

PERIODICAL INDEX - Index of articles in numerous periodical titles available in print and nonprint formats.

VISUAL MATERIAL - "Machine-dependent" visuals depicting motion or static images (which are frequently accompanied by audio tracks) such as, compact disks, slides, videocassettes, and filmstrips. These items may be counted only if cataloged and distributed through the library media center and if required equipment is available for use. (Copyright sensitive)

PROF MATERIAL - Professional books and machine-dependent and electronically-stored information that enables informal professional growth and supports the faculty's formal education. All books and other items must have copyright dates within the most recent twelve-year time span to be counted. This requirement is not limited to the eleven identified time-sensitive areas.

PROF JOURNAL SUB - Professional journals, periodicals, and newsletters that cover educational trends and developments; suggest teaching techniques, activities and strategies; and report research in general and specialized fields.

SELECTION TOOLS - Professional library journals that include reviews for print, nonprint, and electronic materials in various formats which are appropriate for the age/grade range of the users. These journals are a tool for the School Library Media Specialist to use in selecting and purchasing resources for the school library media center.

*****ACCESS POINTS***** Count of workstations or access points with access to library media center resources at the following locations (column headings):

LMC - Accessible to users in the library media center.

BLDG - Accessible to users in other areas of the attendance center if library media center resources are accessible (excluding those located in the library media center). These may be counted if learning media center resources are accessible and the primary focus of users. Business labs used primarily for keyboarding, word processing, and other business curricula are not countable.

The technological/electronic resource workstations/access points for which counts should be reported on Screen 07A are defined below.

PERIODICAL WRKSTN - Workstation which provides electronic access to periodical resources.

ELECTRONIC CATALOG - Workstation having access to an electronic catalog system.

CD-ROM - Workstation with CD-ROM compatibility. A CD-ROM is a compact disc capable of storing vast quantities of text, graphics, and sound in a read-only format.

DIAL UP (MODEM) - Workstation that is configured and equipped to transmit and receive information over a telephone line.

DIRECT INTERNET - Workstation with the capability of accessing the Internet through dedicated connection.

SATELLITE/CABLE - Rooms with capability to access and utilize live video instruction.

FACSIMILE MACHINES - Facsimile (FAX) machine(s) in the library media center available for sending and receiving printed materials.

TELEPHONE LINES - Telephone line(s) (not solely for computer connection) available for use in the library media center.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F4-RETURN TO LMC FUNDING - Returns to corresponding Screen 07.

ATTENDANCE CENTER
(Screen 08)

August Cycle

The Attendance Center screen has two parts, attendance center header data and previous year's graduates follow-up data. The attendance center header data items are updated in the August cycle.

February Cycle

The second part of the screen, "Follow-Up on Previous Year's Graduates," is completed in the February cycle by districts that had graduates the previous year. Elementary districts do not complete the "Follow-Up on Previous Year's Graduates." Information about the graduates is reported by male/female, racial/ethnic categories (see Exhibit 2 for definition of each racial/ethnic category), disabled, and previous participants in a "VR cooperative" school work program. The cooperative program is an agreement among the school district, Vocational Rehabilitation, Division of Special Education, and Rehabilitation Services for the Blind to provide work experience for special education students who are also eligible clients of the Division of Vocational Rehabilitation. "Disabled" includes only those graduates eligible under IDEA in the categories specified in Exhibit 18.

```
SCREEN  :  08                      CORE DATA SYSTEM                    07/19/00
VERSION :  12.0                  ATTENDANCE CENTER DATA                11:41 am

SCHOOL YEAR : ....-..  DIST CODE/NAME:  ...-... ..............................
BLDG NO/NAME:  ..............................  GRADE SPAN:  ..-..
BLDG PHONE:  ...-...-....                    BLDG FAX NO:  ...-...-....
BLDG ST AD: ........................          PO AD: ............................
CITY: ..................        ZIP:  .....-....
BLDG ADM NAME: ....................................          TITLE: ...
POSITION: ..................................  YEARS IN DISTRICT: ..
EMAIL:.............................
  ********************FOLLOW-UP ON PREVIOUS YEAR'S GRADUATES**********************
                  MALE / FEMALE /TOTALS / BLK/ WH /HSP /ASN /IND /DSBL /VR COOP
4-YEAR COLLEGE    ....   ....     ....   ... ... ... ... ... ...    ...
2-YEAR COLLEGE    ....   ....     ....   ... ... ... ... ... ...    ...
NON-COLLEGE       ....   ....     ....   ... ... ... ... ... ...    ...
MILITARY          ....   ....     ....   ... ... ... ... ... ...    ...
EMPLOYMENT        ....   ....     ....   ... ... ... ... ... ...    ...
OTHER             ....   ....     ....   ... ... ... ... ... ...    ...

TOTAL             ....   ....     ....   ... ... ... ... ... ...    ...

F1  -HELP    F2  -BROWSE    F3  -EXIT    F6  -NXT BLDG    SHFT-F4  -DELETE
                  LAST ACTION:
```

ITEM DEFINITIONS – ATTENDANCE CENTER (Screen 08)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

SCHOOL NO/NAME - School number and official name of the attendance center. A 4-digit school number assigned by the Department is used to identify each attendance center/administrative unit (see Exhibit 22). To add a new attendance center to your district, contact the Department's Core Data staff for assistance.

GRADE SPAN - Lowest and highest grades of the attendance center. Valid values are PK, K and 1-12. "U" is a valid value for an attendance center housing only ungraded students.

BLDG PHONE - School telephone number: 3-digit area code and 7-digit number.

BLDG FAX NO - School building fax number: 3-digit area code and 7-digit number.

BLDG ST AD - Street address for attendance center.

BLDG PO AD - Post office box for attendance center.

CITY - City in which attendance center is located.

ZIP - 9-digit Zip Code for the attendance center. (Do not enter hyphen.)

BLDG ADM NAME - Last name, first name, and middle initial of building administrator.

TITLE - Title of administrator. (Enter DR, MR, MS, MRS, REV, COL, or SR.)

POSITION - Job title of the building administrator.

EMAIL - E-mail address of building administrator.

YEARS IN DISTRICT - Number of years building administrator has been employed in district including current year.

****** FOLLOW-UP ON PREVIOUS YEAR'S GRADUATES ****** Data about previous year's graduates are head counts by sex, racial/ethnic categories (see Exhibit 2), disabled (see Exhibit 18), and previous participants in a VR cooperative school work program. Account for all graduates regardless of the time of graduation during the school year.

4-YEAR COLLEGE/MALE - Number of male prior year graduates attending a 4-year college.

4-YEAR COLLEGE/FEMALE - Number of female prior year graduates attending a 4-year college.

4-YEAR COLLEGE/TOTAL - Total number of prior year graduates attending a 4-year college. Item is system calculated and displayed.

4-YEAR COLLEGE/BLK - Number of Black prior year graduates attending a 4-year college.

4-YEAR COLLEGE/WH - Number of White prior year graduates attending a 4-year college.

4-YEAR COLLEGE/HSP - Number of Hispanic prior year graduates attending a 4-year college.

4-YEAR COLLEGE/ASN - Number of Asian prior year graduates attending a 4-year college.

4-YEAR COLLEGE/IND - Number of Indian prior year graduates attending a 4-year college.

4-YEAR COLLEGE/DSBL - Number of disabled prior year graduates attending a 4-year college.

4-YEAR COLLEGE/VR COOP - Number of prior year graduates who participated in a VR cooperative work experience program attending a 4-year college.

2-YEAR COLLEGE/MALE - Number of male prior year graduates attending a 2-year college.

2-YEAR COLLEGE/FEMALE - Number of female prior year graduates attending a 2-year college.

2-YEAR COLLEGE/TOTALS - Total number of prior year graduates attending a 2-year college. Item is system calculated and displayed.

2-YEAR COLLEGE/BLK - Number of Black prior year graduates attending a 2-year college.

2-YEAR COLLEGE/WH - Number of White prior year graduates attending a 2-year college.

2-YEAR COLLEGE/HSP - Number of Hispanic prior year graduates attending a 2-year college.

2-YEAR COLLEGE/ASN - Number of Asian prior year graduates attending a 2-year college.

2-YEAR COLLEGE/IND - Number of Indian prior year graduates attending a 2-year college.

2-YEAR COLLEGE/DSBL - Number of disabled prior year graduates attending a 2-year college.

2-YEAR COLLEGE/VR COOP - Number of prior year graduates who participated in a VR cooperative work experience program attending a 2-year college.

NON-COLLEGE/MALE - Number of male prior year graduates attending a non-college credit postsecondary school.

NON-COLLEGE/FEMALE - Number of female prior year graduates attending a non-college credit postsecondary school.

NON-COLLEGE/TOTALS - Total number of prior year graduates attending a non-college credit postsecondary school. Item is system calculated and displayed.

NON-COLLEGE/BLK - Number of Black prior year graduates attending a non-college credit postsecondary school.

NON-COLLEGE/WH - Number of White prior year graduates attending a non-college credit postsecondary school.

NON-COLLEGE/HSP - Number of Hispanic prior year graduates attending a non-college credit postsecondary school.

NON-COLLEGE/ASN - Number of Asian prior year graduates attending a non-college credit postsecondary school.

NON-COLLEGE/IND - Number of Indian prior year graduates attending a non-college credit postsecondary school.

NON-COLLEGE/DSBL - Number of disabled prior year graduates attending a non-college credit postsecondary school.

NON-COLLEGE/VR COOP - Number of prior year graduates who participated in a VR cooperative work experience program attending a non-college credit postsecondary school.

MILITARY/MALE - Number of male prior year graduates serving in the military.

MILITARY/FEMALE - Number of female prior year graduates serving in the military.

MILITARY/TOTALS - Total number of prior year graduates serving in the military. Item is system calculated and displayed.

MILITARY/BLK - Number of Black prior year graduates serving in the military.

MILITARY/WH - Number of White prior year graduates serving in the military.

MILITARY/HSP - Number of Hispanic prior year graduates serving in the military.

MILITARY/ASN - Number of Asian prior year graduates serving in the military.

MILITARY/IND - Number of Indian prior year graduates serving in the military.

MILITARY/DSBL - Number of disabled prior year graduates serving in the military.

MILITARY/VR COOP - Number prior year graduates who participated in a VR cooperative work experience program serving in the military.

EMPLOYMENT/MALE - Number of male prior year graduates who are employed.

EMPLOYMENT/FEMALE - Number of female prior year graduates who are employed.

EMPLOYMENT/TOTALS - Total number of prior year graduates who are employed. Item is system calculated and displayed.

EMPLOYMENT/BLK - Number of Black prior year graduates who are employed.

EMPLOYMENT/WH - Number of White prior year graduates who are employed.

EMPLOYMENT/HSP - Number of Hispanic prior year graduates who are employed.

EMPLOYMENT/ASN - Number of Asian prior year graduates who are employed.

EMPLOYMENT/IND - Number of Indian prior year graduates who are employed.

EMPLOYMENT/DSBL - Number of disabled prior year graduates who are employed.

EMPLOYMENT/VR COOP - Number of prior year graduates who participated in a VR cooperative work experience program and are now employed.

OTHER/MALE - Number of male prior year graduates not included in specified categories.

OTHER/FEMALE - Number of female prior year graduates not included in specified categories.

OTHER/TOTALS - Total number of prior year graduates not included in specified categories. Item is system calculated and displayed.

OTHER/BLK - Number of Black prior year graduates not included in specified categories.

OTHER/WH - Number of White prior year graduates not included in specified categories.

OTHER/HSP - Number of Hispanic prior year graduates not included in specified categories.

OTHER/ASN - Number of Asian prior year graduates not included in specified categories.

OTHER/IND - Number of Indian prior year graduates not included in specified categories.

OTHER/DSBL - Number of disabled prior year graduates not included in specified categories.

OTHER/VR COOP - Number of prior year graduates who participated in a VR cooperative work experience program not included in specified categories.

TOTAL/MALE - Total number of male prior year graduates. Item is system calculated and displayed.

TOTAL/FEMALE - Total number of female prior year graduates. Item is system calculated and displayed.

TOTAL/TOTALS - Total number of prior year graduates. Item is system calculated and displayed.
TOTAL/BLK - Total number of Black prior year graduates. Item is system calculated and displayed.

TOTAL/WH - Total number of White prior year graduates. Item is system calculated and displayed.

TOTAL/HSP - Total number of Hispanic prior year graduates. Item is system calculated and displayed.

TOTAL/ASN - Total number of Asian prior year graduates. Item is system calculated and displayed.

TOTAL/IND - Total number of Indian prior year graduates. Item is system calculated and displayed.

TOTAL/DSBL - Total number of disabled prior year graduates. Item is system calculated and displayed.

TOTAL/VR COOP - Total number of prior year graduates who participated in a VR cooperative work experience program. Item is system calculated and displayed.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F2-BROWSE - Displays list of attendance centers currently entered. Use cursor movement keys and enter key to select attendance center to update.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F6-NXT SCHL - Displays the next school in the district.

SHFT-F4-DELETE - Deletes the information currently displayed.

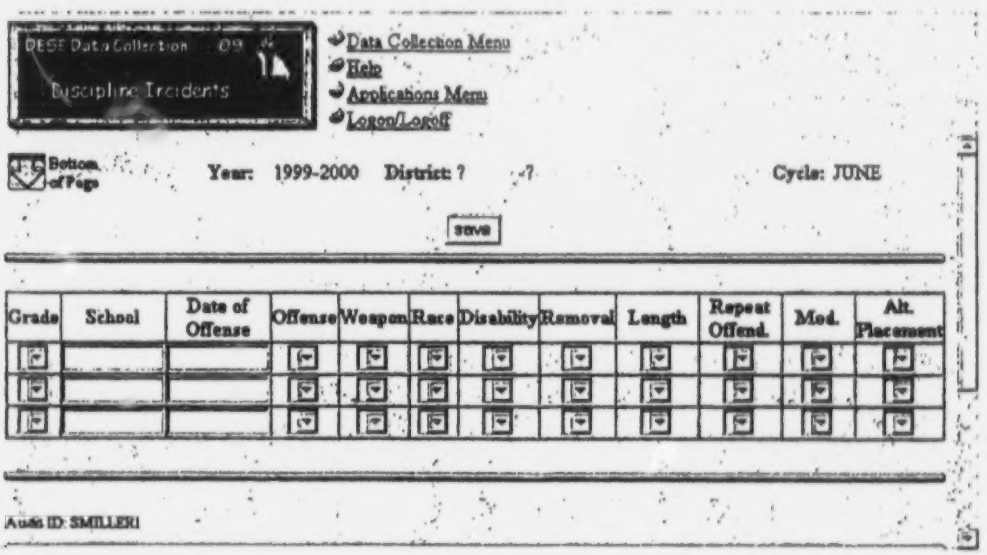
DISCIPLINE INCIDENTS
(DESE Data Collection 09)

This screen is <u>not</u> included in the PC program. It is only available as a Web screen.

◄ *June Cycle*

School districts receiving funds under the Improving America's Schools Act (IASA) and/or the individuals with Disabilities Education Act (IDEA) are required to report incidents resulting in out-of-school removals of 10 or more consecutive school days **and** removals of *greater than* 10 cumulative days. This collection satisfies district reporting requirements for the Gun-Free Schools collection and the Special Education suspension/expulsion collection. Safe and Drug-Free Schools (Title IV) and state-funded Safe Schools grant programs will use these data to help determine eligibility for funding under each respective program. These data can also be used to facilitate reporting "the rates and durations of, and reasons for, suspensions of ten days or longer and expulsions of pupils" as required by Senate Bill No. 944.

Report each discipline incident for all types of offenses (drugs, violence, weapons, etc.). Include all students removed from school for 10 or more consecutive days **and** all students removed for *greater than* 10 cumulative days.



ITEM DEFINITIONS – DISCIPLINE INCIDENTS (DESE Data Collection 09) – Web Only

SCHOOL YEAR - Item is displayed from Web Menu page.

DIST CODE/NAME - Item is displayed from District Data screen (02).

CYCLE - Item is displayed from Web Menu page.

GRADE – Grade level of student committing offense.

SCHOOL - 4-digit school number and name of attendance center in which student committing offense is enrolled.

DATE OF OFFENSE – Date (month/day/year) of offense resulting in removal.

OFFENSE – Nature of offense resulting in removal of student from regular school setting for 10 consecutive days or greater than 10 cumulative days. Valid entries are:

> **WEAPON** – Device or instrument capable of causing serious bodily injury. Does not include a knife with a blade of less than 2 ½ inches in length (18 U.S.C.§ 930).
>
> **DRUG** – Use, possession, sale or solicitation of drugs identified in (21 U.S.C.§ 812). Does not include alcohol or tobacco.
>
> **VIOLENT ACT** – As defined by school board and including but not limited to exertion of physical force with intent to do serious bodily harm.
>
> **OTHER** – Other offenses not listed above.

WEAPON – Type of weapon involved in the offense. For further clarification on weapons, see (18 U.S.C.§ 921). Valid entries are:

> **KNIFE** - Does not include a knife with a blade of less than 2 ½ inches in length. For further clarification, see (18 U.S.C.§ 930).

HANDGUN - For further clarification, see (18 U.S.C.§ 921).

RIFLE/SHOTGUN - For further clarification, see (18 U.S.C.§ 921).

> **OTHER FIREARM** – Does not include BB guns or air rifles. For further clarification, see (18 U.S.C.§ 921).
>
> **OTHER WEAPON** – Other device or instrument, not listed above, capable of causing serious bodily injury. Does not include a knife with a blade of less than 2 ½ inches in length. For further clarification, see (18 U.S.C.§ 930).

RACE – Race of student committing the offense. See Core Data Collection System Manual, Exhibit 2, Racial/Ethnic Categories.

DISABILITY – Disability category, if any, of student committing the offense. Report category of student receiving special education services as outlined in individualized educational program (IEP). See Core Data Collection System Manual, Exhibit 18, Special Education Disability Code, for list of valid disability categories and definitions. If student has no IEP, valid entry is NONE.

REMOVAL – Type of disciplinary action used to remove student committing the offense from current educational setting. Valid entries are:

> **SUSPENSION** – Removal of student for a fixed amount of time with student automatically returning to class after the suspension is completed.
>
> **EXPULSION** – Removal of student for an indefinite period of time until student is reinstated by local board of education.
>
> **11-45 CALENDAR DAY PLACEMENT** – School personnel (not IEP team) ordered removal of student with disabilities from current educational placement to an appropriate interim educational setting for same amount of time that a child without disabilities would be subject to discipline, but for not more than 45 days.

LENGTH – Length of time student committing offense is removed from current educational placement. Valid entries are:

> **MULTIPLE SUSPENIONS–SUM GREATER THAN 10 DAYS** - Report using the information relating to the offense that caused the student to exceed 10 school days.
>
> **10 DAYS, CONSECUTIVELY**
> **11-45 DAYS, CONSECUTIVELY**
> **46-89 DAYS, CONSECUTIVELY**
> **90+ DAYS, CONSECUTIVELY, BUT LESS THAN ONE YEAR**
> **ONE (1) YEAR**

REPEAT OFFEND. – Student has previous removals reported. Valid entries are **Y** – yes and **N** – no.

MOD. – Modified Removal – Length of removal modified (shortened) by chief administrative officer of the school district. Valid entries are **Y** – yes and **N** – no.

ALT. PLACEMENT – Alternative Placement – Student committing offense removed from regular educational placement to an alternative educational setting as a result of disciplinary action. Valid entries are **Y** – yes and **N** – no.

SCHOOL CALENDAR DATA HEADER
(Screen 10)

August and June Cycles

The School Calendar Data Header screen summarizes information relative to the planned and actual calendar in terms of meeting statutory days and hours of attendance. The header screen accepts data entry for starting and closing dates, standard day length, number of periods per day, minutes per period, and starting dates for each quarter. The total days and total hours of attendance for the school year are system calculated from the School Calendar Detail Data screen (10A).

The School Calendar Data Header screen (10) works together with the School Calendar Detail Data screen (10A). A detail screen must be completed for every header screen or calculations will not be accurate. These screens should be completed in the following sequence:

1) Complete Screen 10 down to and including the planned starting/closing date (August Cycle) or actual starting/closing date (June cycle).

2) The next five data items (August cycle) or the next seven data items (June cycle) are system calculated and cannot be entered by the operator. The remaining data requested, beginning with the standard day length and ending with the starting date of the fourth quarter, must be entered.

3) Transfer to Screen 10A (Function Key F4) and complete all columns of information which apply to the planned calendar (August cycle) or actual calendar (June cycle).

4) Transfer back to Screen 10 (Function Key F3) to review the results of the calculations and summary of data entered on Screen 10A.

```
SCREEN  :  10                    CORE DATA SYSTEM                    07/01/00
VERSION :  12.0             SCHOOL CALENDAR DATA HEADER               6:00 pm

SCHOOL YEAR : ....-..    DIST CODE/NAME: ...-...  ..........................
SCHOOL NO/NAME:  ..............................................................
GRADE SPAN:  .. - ..          TIME FOR KINDERGARTEN: (A/P/ ).
                                  PLANNED  CALENDAR          ACTUAL  CALENDAR
STARTING/CLOSING DATE              .. / ..    .. / ..       .. / ..  .. / ..
DAYS NOT IN SESSION                  ..                       ..
NON-STANDARD DAYS/HOURS              ..        .....          ..      .....
WEATHER DAYS/HOURS (FULL)                                     ..      .....
WEATHER DAYS/HOURS (PARTIAL)                                  ..      .....
STANDARD MAKEUP DAYS/HOURS           ..        .....          ..      .....
NON-STANDARD MAKEUP DAYS/HOURS       ..        .....          ..      .....
TOTAL SCHOOL CALENDAR DAYS/HOURS    ...        .....         ...      .....
STANDARD DAY LENGTH: ....   PERIODS EACH DAY: .   MINUTES EACH PERIOD: ...
START DATES:  2ND QTR .. / ..    3RD QTR  .. / ..    4TH QTR  .. / ..
COMMENTS: .....................................................................
F1 -HELP F2 -BROWSE  F3 -EXIT F4 -DETAILS ON COMPANION SCREEN SHFT-F4 -DELETE
                          F5 -RECALCULATE TOTALS
                    LAST ACTION:  06/19/00  KA
```

ITEM DEFINITIONS – SCHOOL CALENDAR DATA HEADER (Screen 10)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

SCHOOL NO/NAME - ***Optional Field*** - Use only if the days/hours of attendance are different for attendance centers with the same grade span (for example, two 9-12 high schools with different day lengths or different days of attendance). Four-digit school number of the attendance center. Name of the attendance center is displayed from Attendance Center screen (08).

GRADE SPAN - Lowest and highest grade levels (K-12) included in this calendar. Use only grade levels within K-12. Do not use "PK" or "U" grade levels.

TIME FOR KINDERGARTEN: (A/P/) - Enter **A** if calendar is for "AM" kindergarten or **P** for "PM" kindergarten. Leave blank if kindergarten is full-day.

PLANNED CALENDAR (August cycle) (Column reports school calendar as it is planned at the beginning of the school year.)

STARTING/CLOSING DATE - Planned first day of school for students and planned last day of school for students (month/day format).

NOTE: Next five items are system calculated and displayed from data entered on School Calendar Detail screen (10A); data cannot be entered on Screen 10 by operator. Data shown will be blank or inaccurate until Screen 10A is accurately completed.

DAYS NOT IN SESSION - Total number of planned days school will not be in session between the starting and closing dates. Item is system calculated from School Calendar Detail Data (10A).

NON-STANDARD (PARTIAL) DAYS/HOURS - Total number of planned days different in length from the standard day length, and total number of planned hours school will be in session on all non-standard days. Item is system calculated from School Calendar Detail Data (10A).

STANDARD MAKE-UP DAYS/HOURS - Total number of planned days school will be held to make up for days missed due to inclement weather or other reasons, and total number of hours of standard length make-up days. Total should be two-thirds (2/3) of the number of days and hours missed the previous year due to inclement weather. Item is system calculated from School Calendar Detail Data (10A).

NON-STANDARD MAKE-UP DAYS/HOURS - Total number of planned days school will be in session for a length of time different from the standard day length to make up for days missed due to inclement weather or other reasons, and total number of hours of planned non-standard make-up days. Item is system calculated from School Calendar Detail Data (10A).

TOTAL SCHOOL CALENDAR DAYS/HOURS - Total number of planned days school will be in session, and total number of planned hours school will be in session. Item is system calculated from School Calendar Detail Data (10A).

STANDARD DAY LENGTH - Total number of hours and minutes between the starting time of the first class and the dismissal time of the last class minus the time allowed for lunch reported as a decimal equivalent, i.e., 6 hours and 20 minutes is reported as 6.33 hours. (See Exhibit 24.) Passing time for high school, junior high school or middle school and recess time supervised by the professional staff at the elementary level are included.

PERIODS EACH DAY - Number of class periods in each standard day (reported only for high schools and departmentalized middle schools and junior high schools).

MINUTES EACH PERIOD - Average number of minutes each class period is held, excluding passing time (reported only for high schools and departmentalized middle schools and junior high schools).

START DATES/2ND QTR - First day of second quarter of school year (month/day format).

START DATES/3RD QTR - First day of third quarter of school year (month/day format).

START DATES/4TH QTR - First day of fourth quarter of school year (month/day format).

ACTUAL CALENDAR (June cycle) (Column reports the school calendar as it actually occurred during the school year.)

STARTING/CLOSING DATE - Actual first day of school for students and actual last day of school for students (month/day format).

NOTE: Next seven items are system calculated and displayed from data entered on School Calendar Detail Data screen (10A); data cannot be entered on Screen 10 by operator. Data shown will be blank or inaccurate until Screen 10A is accurately completed.

DAYS NOT IN SESSION - Total number of actual days school was not in session between the starting and closing dates. Item is system calculated from School Calendar Detail Data (10A).

NON-STANDARD (PARTIAL) DAYS/HOURS - Total number of actual days different in length from the standard day length, and total number of actual hours school was in session for non-standard days. Item is system calculated from School Calendar Detail Data (10A).

WEATHER DAYS/HOURS (FULL) - Total number of full days missed due to inclement weather, and total number of hours school was not in session on full days missed due to inclement weather. Item is system calculated from School Calendar Detail Data (10A).

WEATHER DAYS/HOURS (PARTIAL) - Total number of partial days missed due to inclement weather, and total number of hours school was in session on partial days missed due to inclement weather. Item is system calculated from School Calendar Detail Data (10A).

STANDARD MAKE-UP DAYS/HOURS - Total number of actual days school was held to make up for days missed due to inclement weather or other reasons, and total number of hours of standard length make-up days. Item is system calculated from School Calendar Detail Data (10A).

NON-STANDARD MAKEUP DAYS/HOURS - Total number of actual days school was in session for a length of time different from the standard day length to make up for days missed, and total number of hours of actual non-standard make-up days. Item is system calculated from School Calendar Detail Data (10A).

TOTAL SCHOOL CALENDAR DAYS/HOURS - Total number of actual days school was in session, and total number of actual hours school was in session. Item is system calculated from School Calendar Detail Data (10A).

COMMENTS - Free-form commentary.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F2-BROWSE - Displays list of calendars currently entered. Use cursor movement keys and enter key to select calendar to update.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F4-DETAILS ON COMPANION SCREEN - Displays corresponding School Calendar Detail Data screen (10A).

F5-RECALCULATE TOTALS - Recalculates totals using data entered previously on School Calendar Detail Data screen (10A).

SHFT-F4-DELETE - Deletes the information currently displayed.

SCHOOL CALENDAR DETAIL DATA
(Screen 10A)

August and June Cycles

The School Calendar Detail Data screen allows for entry of data needed to calculate the number of planned (August cycle) and actual (June cycle) days and hours each school is in session in terms of meeting statutory requirements. Information recorded on this screen includes days not in session, non-standard days, weather days/hours, and make-up days/hours. Screen 10A is to be completed together with Screen 10 following the sequence of data entry summarized in the general instructions for Screen 10. Screen 10A can be scrolled forward (F8) for additional entries. Data entered on this screen are system calculated and summarized on Screen 10.

```
SCREEN  :  10A                    CORE DATA SYSTEM                    07/20/00
VERSION :  12.0                SCHOOL CALENDAR DETAIL DATA            10:54 pm

SCHOOL YEAR : ....-..   DIST CODE/NAME: ...-.................................
SCHOOL NO/NAME: ....  ................................  GRADE SPAN:  ..-..

     NOT IN SESSION    ----NON-STD DAYS----     WEATHER    -------MAKE-UP-------
     PLANNED  ACTUAL    PLANNED     ACTUAL       ACTUAL     PLANNED     ACTUAL
SEQ  MM  DD   MM  DD   MM  DD HRS  MM  DD HRS   MM  DD HRS  MM  DD HRS  MM  DD HRS
..   ..  ..   ..  ..   ..  .. ....  ..  .. ....  ..  .. ....  ..  .. ....  ..  .. ....
..   ..  ..   ..  ..   ..  .. ....  ..  .. ....  ..  .. ....  ..  .. ....  ..  .. ....
..   ..  ..   ..  ..   ..  .. ....  ..  .. ....  ..  .. ....  ..  .. ....  ..  .. ....
..   ..  ..   ..  ..   ..  .. ....  ..  .. ....  ..  .. ....  ..  .. ....  ..  .. ....
..   ..  ..   ..  ..   ..  .. ....  ..  .. ....  ..  .. ....  ..  .. ....  ..  .. ....
..   ..  ..   ..  ..   ..  .. ....  ..  .. ....  ..  .. ....  ..  .. ....  ..  .. ....
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F1 -HELP     F3 -EXIT TO COMPANION SCREEN     SHFT-F10 -COPY     SHFT-F4 -DELETE
        F7 -BACKWARD                                    F8 -FORWARD
                              LAST ACTION: 07/01/00
```

ITEM DEFINITIONS – SCHOOL CALENDAR DETAIL DATA (Screen 10A)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

SCHOOL NO/NAME - 4-digit school number and name of attendance center are displayed. (Optional field displayed only if entered on School Calendar Data Header screen.)

GRADE SPAN - Lowest and highest grade levels (K-12) included in this calendar. Item is displayed from School Calendar Data Header screen (10).

SEQ - A sequential number for each line assigned by the system.

PLANNED (August cycle) (Columns report school calendar as it is planned at the beginning of the school year.)

NOT IN SESSION/PLANNED/MM DD - Dates of planned days school will not be in session between the starting and closing dates (month/day format). Thanksgiving Day and the day after, and December 25 through January 1, are automatically deducted.

NON-STD DAYS/PLANNED/MM DD - Dates of planned non-standard days (different in length from standard day) school will be in session (month/day format).

NON-STD DAYS/PLANNED/HRS - Number of planned hours school will be in session on each non-standard day.

MAKE-UP/PLANNED/MM DD - Dates of planned days school will be held to make up missed days due to inclement weather or other reasons (month/day format). Must be within planned starting and closing dates.

MAKE-UP/PLANNED/HRS - Number of hours school will be in session on each planned make-up day.

ACTUAL (June cycle) (Columns report the school calendar as it actually occurred during the school year.)

NOT IN SESSION/ACTUAL/MM DD - Dates of actual days school was not in session between the starting and closing dates (month/day format). Thanksgiving Day and the day after, and December 25 through January 1, are automatically deducted. Include all unplanned days missed for reasons other than inclement weather, i.e., excessive student absences due to illness, fire, interruption of utility service, funerals.

NON-STD DAYS/ACTUAL/MM DD - Dates of actual non-standard days (different in length from standard day) school was in session (month/day format). (Do not include non-standard weather or make-up days.)

NON-STD DAYS/ACTUAL/HRS - Number of actual hours school was in session on each non-standard day.

WEATHER/ACTUAL/MM DD - Dates (month/day format) of days missed or shortened for inclement weather due to excessively hot or cold temperatures, snow and ice storms, excessively heavy rain or flooding.

WEATHER/ACTUAL/HRS - Number of hours school was in session on each day missed or shortened due to inclement weather. (For full days missed, enter 0.00 for hours of attendance. For partial days missed due to inclement weather, fill in the hours of attendance: 2.0, 4.0, 4.5, etc.)

MAKE-UP/ACTUAL/MM DD - Dates of actual days school was held to make up missed days (month/day format).

MAKE-UP/ACTUAL/HRS - Number of hours school was in session on each actual make-up day.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F3-EXIT TO COMPANION SCREEN - Returns to the corresponding School Calendar Data Header screen (10).

F7-BKWD - Scrolls the screen backward.

F8-FRWD - Scrolls the screen forward.

SHFT-F4-DELETE - Deletes the item selected.

SHFT-F10-COPY - Copies data from Planned to Actual for all columns except Make-Up Days.

SPECIAL EDUCATION PLACEMENT COUNTS BY AGE
(Screen 11)

December Cycle

The Special Education Placement Counts by Age screen is used to report the number of students with disabilities that are served in Missouri public schools. In order for a student to be eligible for child count, the student must have a current IEP in place and be receiving services by the local school district as of December 1. In addition to the child count, this screen collects census information. The census categories are outlined in Exhibit 19. The count must be an unduplicated count, i.e., each student is counted only once by age, race, gender, disability, and placement.

Refer to Exhibit 21 - General Reporting Guidelines for Students with Disabilities - for further information regarding the data reported on Screen 11.

```
SCREEN    :  11                    CORE DATA SYSTEM                    12/15/00
VERSION   :  12.0        SPECIAL EDUCATION PLACEMENT COUNTS BY AGE      12:10 pm

SCHOOL YEAR:  ....-..   DIST CD/NM:  ... -...  ................................

AGE: ..                  CHILD COUNT: ......              CENSUS TOTAL: ......

LINE  DISABILITY  PLACEMENT          MALE FEMALE  TOTAL BLK   WH   HSP ASN  IND
...     .. ...    .... ............  .... ....    ..... .... .... ..... .... ....
...     .. ...    .... ............  .... ....    ..... .... .... ..... .... ....
...     .. ...    .... ............  .... ....    ..... .... .... ..... .... ....
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...     .. ...    .... ............  .... ....    ..... .... .... ..... .... ....

F1 -HELP          F2 -BROWSE          F3 -EXIT                  SHFT-F4 -DELETE
F7 -BKWD          F8 -FRWD      F9 -ITEM BROWSE
                                LAST ACTION: 4/29/00

Press F-3 to Exit, F-2 to Scroll or Enter for new Age.
```

ITEM DEFINITIONS - SPECIAL EDUCATION PLACEMENT COUNTS BY AGE (Screen 11)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CD/NM - Item is displayed from District Data screen (02).

AGE - The age of the student on December 1.

CHILD COUNT - The number of students with disabilities by age who are served by the district. Item is system calculated and displayed.

CENSUS TOTAL - The number of students with disabilities by age who reside in the district. Item is system calculated and displayed.

LINE - System generated line number.

DISABILITY - Code that identifies disability reported (see Exhibit 18). Associated title is displayed.

PLACEMENT - Code that identifies special education placement category (see Exhibit 19). Associated title is displayed.

MALE - Number of male students in specified age, disability, and placement category.

FEMALE - Number of female students in specified age, disability, and placement category.

TOTAL - Total number of students in specified age, disability, and placement category. Item is system calculated and displayed.

BLK - Number of Black students in specified age, disability, and placement category (see Exhibit 2).

WH - Number of White students in specified age, disability, and placement category (see Exhibit 2).

HSP - Number of Hispanic students in specified age, disability, and placement category (see Exhibit 2).

ASN - Number of Asian students in specified age, disability, and placement category (see Exhibit 2).

IND - Number of Indian students in specified age, disability, and placement category (see Exhibit 2).

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F2-BROWSE - Displays list of screens by age currently entered. Use cursor movement keys and enter key to select screen to update.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F7-BKWD - Scrolls the screen backward.

F8-FRWD - Scrolls the screen forward.

F9-ITEM BROWSE - Displays list of acceptable values for current item.

SHFT-F4-DELETE - Deletes the disability and placement category line where the cursor is located.

SPECIAL EDUCATION EXITER COUNTS BY AGE
(Screen 12)

June Cycle

The Special Education Exiter Counts by Age screen is used to report the number of students with disabilities, ages 14-22, reported under the IDEA, Part B child count who exited special education during the current school year. The count must be an unduplicated count reported by age, disability category (Exhibit 18), gender, race/ethnicity (Exhibit 2), and exit category (Exhibit 20).

Refer to Exhibit 21 - General Reporting Guidelines for Students with Disabilities - for further information regarding the data reported on Screen 12.

```
SCREEN    :  12                    CORE DATA SYSTEM                    02/18/00
VERSION   :  12.0       SPECIAL EDUCATION EXITER COUNTS BY AGE         12:10 pm

SCHOOL YEAR:  ....-..   DIST CD/NM:  ... -...  ..............................

AGE: ..                                                        TOTAL: ......

LINE  DISABILITY  EXIT CATEGORY   MALE FEMALE  TOTAL   BLK  WH   HSP  ASN  IND
...     ..  ...    ....  .......  ....  ....   .....  .... ....  .... .... ....
...     ..  ...    ....  .......  ....  ....   .....  .... ....  .... .... ....
...     ..  ...    ....  .......  ....  ....   .....  .... ....  .... .... ....
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...     ..  ...    ....  .......  ....  ....   .....  .... ....  .... .... ....

F1 -HELP     F2 -BROWSE  F3 -EXIT                          SHFT-F4 -DELETE
F7 -BKWD     F8 -FRWD    F9 -ITEM BROWSE
                              LAST ACTION: 4/29/00

Press F-3 to Exit, F-2 to Scroll or Enter for new Age.
```

ITEM DEFINITIONS – SPECIAL EDUCATION EXITER COUNTS BY AGE (Screen 12)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CD/NM - Item is displayed from District Data screen (02).

AGE - Age of the student (14 to 22+ years) as of December 1.

TOTAL - Total number of students by age who exited special education during the school year. Item is system calculated and displayed.

LINE - System generated line number.

DISABILITY - Code that identifies disability reported (see Exhibit 18). Associated title is displayed.

EXIT CATEGORY - Code that identifies status of exiter using Special Education exit categories (see Exhibit 20). Associated exit category is displayed.

MALE - Number of male students in specified age, disability, and exit category.

FEMALE - Number of female students in specified age, disability, and exit category.

TOTAL - Total number of students in a specified age, disability, and exit category. Item is system calculated and displayed.

BLK - Number of Black students in specified age, disability, and exit category.

WH - Number of White students in specified age, disability, and exit category.

HSP - Number of Hispanic students in specified age, disability, and exit category.

ASN - Number of Asian students in specified age, disability, and exit category.

IND - Number of Indian students in specified age, disability, and exit category.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F2-BROWSE - Displays list of screens by age currently entered. Use cursor movement keys and enter key to select screen to update.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F7-BKWD - Scrolls the screen backward.

F8-FRWD - Scrolls the screen forward.

F9-ITEM BROWSE - Displays list of acceptable values for current item.

SHFT-F4-DELETE - Deletes the disability and exit category line where the cursor is located.

CURRICULUM ADOPTION PLAN
(Screen 13)

August Cycle

The Outstanding Schools Act requires that within one year after adoption of the curriculum frameworks by the State Board of Education, the board of education of each school district shall adopt or develop a written curriculum designed to ensure that students attain the knowledge, skills, and competencies established in "The Show-Me Standards." To monitor compliance with the law, the Department of Elementary and Secondary Education has established guidelines that by November 1997, local school districts must have developed or adopted written curriculum in at least one of the six curricular areas outlined in "The Show-Me Standards" and established a calendar to develop or adopt written curriculum in the remaining areas and complete the process by June 30, 2001.

The district should enter either the date the written curriculum was adopted or the date the written curriculum is planned to be adopted for each of the six curricular areas listed on Screen 13.

```
SCREEN  :  13                    CORE DATA SYSTEM                    6/19/00
VERSION :  12.0                CURRICULUM ADOPTION PLAN              1:00 pm

SCHOOL YEAR:  ....-..    DIST CODE/NAME:...-... ..............................
CURRICULUM CONTACT: ..................  ..............  . PHONE: (...)...-....

CURRICULAR AREA*                    DATE ADOPTED       PLANNED ADOPTION DATE

MATH                                   /  /                    /  /
COMMUNICATION ARTS                     /  /                    /  /
SCIENCE                                /  /                    /  /
SOCIAL STUDIES                         /  /                    /  /
HEALTH/PHYSICAL EDUCATION              /  /                    /  /
FINE ARTS                              /  /                    /  /

*THE ORDER IN WHICH THE CURRICULAR AREAS ARE LISTED DOES NOT INDICATE A
 PRIORITY BY DESE.  EACH LOCAL SCHOOL DISTRICT WILL MAKE THAT DETERMINATION.

F1 -HELP   F3 -EXIT

                              LAST ACTION:  ../../..   ....
```

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ITEM DEFINITIONS – CURRICULUM ADOPTION PLAN (Screen 13)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

CURRICULUM CONTACT - Item is displayed from District Contact Personnel screen (03).

PHONE - Item is displayed from District Contact Personnel screen (03).

CURRICULAR AREA - The curricular areas for which the adoption date or planned adoption date are to be reported are: Math, Communication Arts, Science, Social Studies, Health/Physical Education, and Fine Arts. The order in which the curricular areas are listed does not indicate a priority by the Department of Elementary and Secondary Education. Each local school district will make that determination.

DATE ADOPTED - Month/day/year (MM/DD/YYYY) on which the board of education adopted or developed a written curriculum designed to ensure that students attain the knowledge, skills, and competencies established in "The Show-Me Standards" in each curricular area listed.

PLANNED ADOPTION DATE - Month/day/year (MM/DD/YYYY) on which the board of education plans to adopt or develop a written curriculum designed to ensure that students attain the knowledge, skills, and competencies established in "The Show-Me Standards" in each curricular area listed.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F3-EXIT - Returns to the Core Data - Update Menu screen.

ATTENDANCE, GRADUATE, TRANSFER, DROPOUT DATA
(Screen 14)

June Cycle

The Attendance, Graduate, Transfer, Dropout Data screen has two parts, grade level attendance data for School Finance and head count data of various items about students both of which are submitted in the June cycle.

Attendance hours (state aid data) are reported for each grade by full-time, part-time and remedial for Resident I students. Hours of absence are also reported (optional). Districts previously involved in desegregation court orders also report data for students transferred in and transferred out of the district for use by the School Finance Section.

The second half of the screen contains head count data items by male/female, racial/ethnic categories (see Exhibit 2), and disabled for high school graduates, College Preparatory Studies Certificates awarded, and for transfers in, transfers out, dropouts, and students enrolled all year for grades 7-12 (see Exhibit 6). "Disabled" includes only those students eligible under IDEA in the categories specified in Exhibit 18. The counting of dropouts and transfers begins on the last Wednesday of September of seventh grade and continues for that group on a year-round basis until all students have graduated, dropped out, or transferred.

The number of dropouts and transfers out, reported the previous June cycle, may be "amended" when the transcript request or reenrollment occurs on or before the enrollment count date of the following September. (Late transcript requests decrease dropouts and increase transfers out, while reenrollments only decrease dropouts.) To amend, follow the update procedures listed on page 139 and mail the amended prints of Screen 14 when October cycle data are reported.

```
SCREEN  : 14                      CORE DATA SYSTEM                      6/19/00
VERSION :  12.0      ATTENDANCE, GRADUATE, TRANSFER, DROPOUT DATA       1:00 pm

SCHOOL YEAR:  ....-..     DIST CODE/NAME:...-...  ........................
SCHOOL NO/NAME:                                        GRADE:    KDG  (A/P/  ):
                              ************ATTENDANCE HOURS************
                           RESIDENT I    RESIDENT II    DESEG IN    DESEG OUT
FULL-TIME
PART-TIME
REMEDIAL HOURS
TOTALS
HOURS OF ABSENCE
HOURS IN SESSION-REC DIST
                                  *****************HEAD COUNTS*****************
                        TOTAL      BLK       WH      HSP      ASN      IND
                        M / F    M / F     M / F   M / F    M / F    M / F    DSBL
HIGH SCH GRADUATES
COLLEGE PREP CERTS
TRANSFERRED IN
TRANSFERRED OUT
DROPOUTS
ENROLLED ALL YEAR
F1 -HELP    F2 -BROWSE  F3 -EXIT    F4 -RESIDENT II ATTENDANCE
F6  -NXT SCHL     F10 -NXT GRADE    F5 -RESIDENT II GPA          SHFT-F4 -DELETE
                                 LAST ACTION:  ../../..   ....

    Press F3 to Exit, F2 to Scroll or Enter for new Building/Grade.
```

ITEM DEFINITIONS – ATTENDANCE, GRADUATE, TRANSFER, DROPOUT DATA (Screen 14)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

SCHOOL NO/NAME - 4-digit school number of the attendance center. Name of the attendance center is displayed from Attendance Center screen (08).

GRADE - Grade level of the attendance center for which data are reported. Valid grades are K, U, and 1-12.

KDG: (A/P/) - Enter **A** for "AM" kindergarten or **P** for "PM" kindergarten. Leave blank for full-day kindergarten.

******* ATTENDANCE HOURS ******* Number of hours of attendance are to be reported for each grade beginning with lowest grade in attendance center. To receive full-time credit for special education kindergarten students whose IEPs call for full-day attendance, report the hours of attendance in full-day kindergarten. The hours of attendance for Title I extended day kindergarten should not be reported. Hours of attendance for students in alternative schools and area vocational schools should be reported at the students' regular school in their home district.

FULL-TIME/RESIDENT I - Number of full-time attendance hours for Resident I (students residing and attending school in the district) including students who attend an alternative school or an area vocational school part of the day.

FULL-TIME/RESIDENT II - Number of full-time and part-time attendance hours for Resident II (students residing in the district and legally attending school in another district). Item is system calculated and displayed from Screen 14A (Resident II Attendance Data) accessed with the F4 key.

FULL-TIME/DESEG IN - Number of full-time attendance hours for desegregation students transferred in from another district to the reporting district where both districts previously were within the jurisdiction of a desegregation court order.

FULL-TIME/DESEG OUT - Number of full-time attendance hours for desegregation students transferred out from the reporting district to another district where both districts previously were within the jurisdiction of a desegregation court order.

PART-TIME/RESIDENT I - Number of part-time attendance hours for Resident I (students residing in and attending school in the district).

PART-TIME/DESEG IN - Number of part-time desegregation attendance hours for students transferred in from another district to the reporting district where both districts previously were within the jurisdiction of a desegregation court order.

PART-TIME/DESEG OUT - Number of part-time desegregation attendance hours for students transferred out from the reporting district to another district where both districts previously were within the jurisdiction of a desegregation court order.

REMEDIAL HOURS/RESIDENT I - Number of remedial attendance hours outside the regular school day in accordance with Section 167.640, RSMo (HB 889, 1999) for Resident I (students residing and attending school in the district).

REMEDIAL HOURS/RESIDENT II - Number of remedial attendance hours outside the regular school day in accordance with Section 167.640, RSMo (HB 889, 1999) for Resident II (students residing in the district and legally attending school in another district). Item is system calculated and displayed from Screen 14A (Resident II Attendance Data) accessed with the F4 key.

REMEDIAL HOURS/DESEG IN - Number of remedial attendance hours outside the regular school day in accordance with Section 167.640, RSMo (HB 889, 1999) for desegregation students transferred in from another district to the reporting district where both districts previously were within the jurisdiction of a desegregation court order.

REMEDIAL HOURS/DESEG OUT - Number of remedial attendance hours outside the regular school day in accordance with Section 167.640, RSMo (HB 889, 1999) for desegregation students transferred out from the reporting district to another district where both districts previously were within the jurisdiction of a desegregation court order.

TOTALS/RESIDENT I - Total attendance hours for full-time Resident I, part-time Resident I and remedial. Item is system calculated and displayed.

TOTALS/RESIDENT II - Total attendance hours for full-time Resident II, part-time Resident II and remedial. Item is system calculated and displayed.

TOTALS/DESEG IN - Total full-time attendance hours for desegregation transfers in, part-time desegregation transfers in, and remedial desegregation transfers in. Item is system calculated and displayed.

TOTALS/DESEG OUT - Total full-time attendance hours for desegregations transfers out, part-time desegregation transfers out, and remedial desegregation transfers out. Item is system calculated and displayed.

HOURS OF ABSENCE/RESIDENT I - Number of hours of absence for Resident I (students residing and attending school in the district).

HOURS OF ABSENCE/RESIDENT II - Number of hours of absence for Resident II (students residing in the district and legally attending school in another district). Item is system calculated and displayed from Screen 14A (Resident II Attendance Data) accessed with the F4 key.

HOURS OF ABSENCE/DESEG IN - Number of hours of absence for desegregation students transferred in from another district to the reporting district where both districts previously were within the jurisdiction of a desegregation court order.

HOURS OF ABSENCE/DESEG OUT - Number of hours of absence for desegregation students transferred out from the reporting district to another district where both districts previously were within the jurisdiction of a desegregation court order.

HOURS IN SESSION-REC DIST/RESIDENT II - Calendar attendance hours in session for the receiving district. Item is system calculated and displayed from Screen 14A.

HOURS IN SESSION-REC DIST/DESEG OUT - Calendar attendance hours in session for the receiving district. If students attend in more than one district, convert to a single hours in session number (see Exhibit 5).

***** HEAD COUNTS ***** Counts of students for each attendance center by grade level (grades 7 through 12 only) reported in the following categories. All graduates are reported regardless of the time of graduation during the school year. Transfer in and transfer out counts are reported for the attendance center and/or grade level cohort (see Exhibit 6). "Disabled" includes only those students eligible under IDEA in the categories specified in Exhibit 18.

HIGH SCH GRADUATES/TOTAL/M - Number of male high school graduates (grades 11-12 only) for attendance center who have graduated since the previous reporting of graduates. Item is system calculated and displayed.

HIGH SCH GRADUATES/TOTAL/F - Number of female high school graduates (grades 11-12 only) for attendance center who have graduated since the previous reporting of graduates. Item is system calculated and displayed.

HIGH SCH GRADUATES/BLK/M - Number of Black male high school graduates for attendance center.

HIGH SCH GRADUATES/BLK/F - Number of Black female high school graduates for attendance center.

HIGH SCH GRADUATES/WH/M - Number of White male high school graduates for attendance center.

HIGH SCH GRADUATES/WH/F - Number of White female high school graduates for attendance center.

HIGH SCH GRADUATES/HSP/M - Number of Hispanic male high school graduates for attendance center.

HIGH SCH GRADUATES/HSP/F - Number of Hispanic female high school graduates for attendance center.

HIGH SCH GRADUATES/ASN/M - Number of Asian male high school graduates for attendance center.

HIGH SCH GRADUATES/ASN/F - Number of Asian female high school graduates for attendance center.

HIGH SCH GRADUATES/IND/M - Number of Indian male high school graduates for attendance center.

HIGH SCH GRADUATES/IND/F - Number of Indian female high school graduates for attendance center.

HIGH SCH GRADUATES/DSBL - Number of disabled high school graduates for attendance center.

COLLEGE PREP CERTS/TOTAL/M - Number of College Preparatory Studies Certificates awarded to male high school graduates for attendance center. Item is system calculated and displayed.

COLLEGE PREP CERTS/TOTAL/F - Number of College Preparatory Studies Certificates awarded to female high school graduates for attendance center. Item is system calculated and displayed.

COLLEGE PREP CERTS /BLK/M - Number of College Preparatory Studies Certificates awarded to Black male high school graduates for attendance center.

COLLEGE PREP CERTS /BLK/F - Number of College Preparatory Studies Certificates awarded to Black female high school graduates for attendance center.

COLLEGE PREP CERTS /WH/M - Number of College Preparatory Studies Certificates awarded to White male high school graduates for attendance center.

COLLEGE PREP CERTS /WH/F - Number of College Preparatory Studies Certificates awarded to White female high school graduates for attendance center.

COLLEGE PREP CERTS /HSP/M - Number of College Preparatory Studies Certificates awarded to Hispanic male high school graduates for attendance center.

COLLEGE PREP CERTS /HSP/F - Number of College Preparatory Studies Certificates awarded to Hispanic female high school graduates for attendance center.

COLLEGE PREP CERTS /ASN/M - Number of College Preparatory Studies Certificates awarded to Asian male high school graduates for attendance center.

COLLEGE PREP CERTS /ASN/F - Number of College Preparatory Studies Certificates awarded to Asian female high school graduates for attendance center.

COLLEGE PREP CERTS /IND/M - Number of College Preparatory Studies Certificates awarded to Indian male high school graduates for attendance center.

COLLEGE PREP CERTS /IND/F - Number of College Preparatory Studies Certificates awarded to Indian female high school graduates for attendance center

COLLEGE PREP CERTS /DSBL - Number of College Preparatory Studies Certificates awarded to disabled high school graduates for attendance center

TRANSFERRED IN/TOTAL/M - Total number of times that male students transferred in to the attendance center and/or grade level cohort (grades 7-12). Students have transferred in when they are newly enrolled in grades 7-12 or when they have been retained in grade levels 8-12. Students in grades 8-12 who were retained have transferred in when they report to class the following fall and are reported as transferred in during the following June cycle. A given student may be counted more than once. Item is system calculated and displayed.

TRANSFERRED IN/TOTAL/F - Total number of times that female students transferred in to the attendance center and/or grade level cohort (grades 7-12). Students have transferred in when they are newly enrolled in grades 7-12 or when they have been retained in grade levels 8-12. Students in grades 8-12 who were retained have transferred in when they report to class the following fall and are reported as transferred in during the following June cycle. A given student may be counted more than once. Item is system calculated and displayed.

TRANSFERRED IN/BLK/M - Number of Black male students transferred in to the attendance center and/or grade level cohort.

TRANSFERRED IN/BLK/F - Number of Black female students transferred in to the attendance center and/or grade level cohort.

TRANSFERRED IN/WH/M - Number of White male students transferred in to the attendance center and/or grade level cohort.

TRANSFERRED IN/WH/F - Number of White female students transferred in to the attendance center and/or grade level cohort.

TRANSFERRED IN/HSP/M - Number of Hispanic male students transferred in to the attendance center and/or grade level cohort.

TRANSFERRED IN/HSP/F - Number of Hispanic female students transferred in to the attendance center and/or grade level cohort.

TRANSFERRED IN/ASN/M - Number of Asian male students transferred in to the attendance center and/or grade level cohort.

TRANSFERRED IN/ASN/F - Number of Asian female students transferred in to the attendance center and/or grade level cohort.

TRANSFERRED IN/IND/M - Number of Indian male students transferred in to the attendance center and/or grade level cohort.

TRANSFERRED IN/IND/F - Number of Indian female students transferred in to the attendance center and/or grade level cohort.

TRANSFERRED IN/DSBL - Number of disabled students transferred in to the attendance center and/or grade level cohort.

TRANSFERRED OUT/TOTAL/M - Total number of times that male students transferred out of an attendance center and/or grade level cohort (grades 7-12). Students have transferred out when their records have been transferred to another attendance center or when they have been retained at grade levels 7-12 after the seventh grade enrollment count date. When a grade 7-12 student dies, report this student as transferred out. Grade 12 students who fail to graduate with their class are shown as transferred out in the year they fail to graduate and as transferred in to grade 12 the following year if they report to class or gain the credits to graduate. Grade 7-11 students who were retained have transferred out when they report to class the following fall at the lower grade level. A given student may be counted more than once. Item is system calculated and displayed.

TRANSFERRED OUT/TOTAL/F - Total number of times that female students transferred out of an attendance center and/or grade level cohort (grades 7-12). Students have transferred out when their records have been transferred to another attendance center or when they have been retained at grade levels 7-12 after the seventh grade enrollment count date. When a grade 7-12 student dies, report this student as transferred out. Grade 12 students who fail to graduate with their class are shown as transferred out in the year they fail to graduate and as transferred in to grade 12 the following year if they report to class or gain the credits to graduate. Grade 7-11 students who were retained have transferred out when they report to class the following fall at the lower grade level. A given student may be counted more than once. Item is system calculated and displayed.

TRANSFERRED OUT/BLK/M - Number of Black male students transferred out of the attendance center and/or grade level cohort.

TRANSFERRED OUT/BLK/F - Number of Black female students transferred out of the attendance center and/or grade level cohort.

TRANSFERRED OUT/WH/M - Number of White male students transferred out of the attendance center and/or grade level cohort.

TRANSFERRED OUT/WH/F - Number of White female students transferred out of the attendance center and/or grade level cohort.

TRANSFERRED OUT/HSP/M - Number of Hispanic male students transferred out of the attendance center and/or grade level cohort.

TRANSFERRED OUT/HSP/F - Number of Hispanic female students transferred out of the attendance center and/or grade level cohort.

TRANSFERRED OUT/ASN/M - Number of Asian male students transferred out of the attendance center and/or grade level cohort.

TRANSFERRED OUT/ASN/F - Number of Asian female students transferred out of the attendance center and/or grade level cohort.

TRANSFERRED OUT/IND/M - Number of Indian male students transferred out of the attendance center and/or grade level cohort.

TRANSFERRED OUT/IND/F - Number of Indian female students transferred out of the attendance center and/or grade level cohort.

TRANSFERRED OUT/DSBL - Number of disabled students transferred out of the attendance center and/or grade level cohort.

DROPOUTS/TOTAL/M - Total number of male dropouts for attendance center (grades 7-12 only). Item is system calculated and displayed. (See definition in Exhibit 6.)

DROPOUTS/TOTAL/F - Total number of female dropouts for attendance center (grades 7-12 only). Item is system calculated and displayed. (See definition in Exhibit 6.)

DROPOUTS/BLK/M - Number of Black male dropouts for attendance center.

DROPOUTS/BLK/F - Number of Black female dropouts for attendance center.

DROPOUTS/WH/M - Number of White male dropouts for attendance center.

DROPOUTS/WH/F - Number of White female dropouts for attendance center.

DROPOUTS/HSP/M - Number of Hispanic male dropouts for attendance center.

DROPOUTS/HSP/F - Number of Hispanic female dropouts for attendance center.

DROPOUTS/ASN/M - Number of Asian male dropouts for attendance center.

DROPOUTS/ASN/F - Number of Asian female dropouts for attendance center.

DROPOUTS/IND/M - Number of Indian male dropouts for attendance center.

DROPOUTS/IND/F - Number of Indian female dropouts for attendance center.

DROPOUTS/DSBL - Number of disabled dropouts for attendance center.

ENROLLED ALL YEAR/TOTAL/M - Total number of male students enrolled in the attendance center all year (grades 7-12 only). Item is system calculated and displayed. (See definition in Exhibit 6.)

ENROLLED ALL YEAR/TOTAL/F - Total number of female students enrolled in the attendance center all year (grades 7-12 only). Item is system calculated and displayed. (See definition in Exhibit 6.)

ENROLLED ALL YEAR/BLK/M - Number of Black male students enrolled in the attendance center all year.

ENROLLED ALL YEAR/BLK/F - Number of Black female students enrolled in the attendance center all year.

ENROLLED ALL YEAR/WH/M - Number of White male students enrolled in the attendance center all year.

ENROLLED ALL YEAR/WH/F - Number of White female students enrolled in the attendance center all year.

ENROLLED ALL YEAR/HSP/M - Number of Hispanic male students enrolled in the attendance center all year.

ENROLLED ALL YEAR/HSP/F - Number of Hispanic female students enrolled in the attendance center all year.

ENROLLED ALL YEAR/ASN/M - Number of Asian male students enrolled in the attendance center all year.

ENROLLED ALL YEAR/ASN/F - Number of Asian female students enrolled in the attendance center all year.

ENROLLED ALL YEAR/IND/M - Number of Indian male students enrolled in the attendance center all year.

ENROLLED ALL YEAR/IND/F - Number of Indian female students enrolled in the attendance center all year.

ENROLLED ALL YEAR/DSBL - Number of disabled students enrolled in the attendance center all year.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F2-BROWSE - Displays list of grade level screens currently entered. Use cursor movement keys and enter key to select grade level screen to update.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F4-RESIDENT II ATTENDANCE - Transfers to corresponding Resident II Attendance Data screen (14A).

F5-RESIDENT II GPA – Transfers to corresponding K-8 Resident II Grade Point Average Data screen (14B).

F6-NXT SCHL - Displays the next school in the district.

01

F10-NXT GRADE - Displays the next grade for the currently displayed school.

SHFT-F4-DELETE - Deletes the information currently displayed.

03

RESIDENT II ATTENDANCE DATA
(Screen 14A)

June Cycle

Attendance hours (state aid data) are reported for each grade for Resident II students. This screen is an automated version of the worksheet found on Exhibit 5. Data will automatically transfer from this screen to Screen 14. Full-time and part-time attendance for a grade are to be combined.

```
SCREEN  :  14 A                  CORE DATA SYSTEM                      6/22/00
VERSION :  12.0                RESIDENT II ATTENDANCE DATA             11:54 am

SCHOOL YEAR: ....-..   DIST CODE/NAME: ...-...  ..............................
SCHOOL NO/NAME:                                      GRADE:    KDG (A/P/  ):

                                REGULAR HOURS  REMEDIAL  TOTAL HOURS  HOURS IN
DISTRICT ATTENDED  STUDENTS     ATTENDANCE       HOURS     ABSENCE     SESSION    ADA

      --              0              0            0           0         0.00     0.000
      --              0              0            0           0         0.00     0.000
      --              0              0            0           0         0.00     0.000
      --              0              0            0           0         0.00     0.000
      --              0              0            0           0         0.00     0.000

                                                                  TOTAL ADA --> 0.000
CONVERTED HOURS IN SESSION            0
CONVERTED REGULAR HOURS ATTENDANCE    0
CONVERTED REMEDIAL HOURS              0
CONVERTED TOTAL HOURS ABSENCE         0

F1 -HELP  F4 -CONTINUE TO COMPANION SCREEN  F9 -ITEM BROWSE  SHIFT F4 -DELETE

                        LAST ACTION: ../../.. ...
```

ITEM DEFINITIONS – RESIDENT II ATTENDANCE DATA (Screen 14A)

RESIDENT II - Students residing in the district and legally attending school in another district.

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

SCHOOL NO/NAME - Item is displayed from Attendance, Graduate, Transfer, Dropout Data screen (14).

GRADE - Item is displayed from Attendance, Graduate, Transfer, Dropout Data Screen (14).

KDG (A/P/) - Item is displayed from Attendance, Graduate, Transfer, Dropout Data Screen (14).

DISTRICT ATTENDED - A six-digit county district code for each district where students in that grade attended. A listing of code numbers assigned to attendance sites other than public school districts is included in Exhibit 5.

STUDENTS - Number of students sent to the district listed under DISTRICT ATTENDED.

REGULAR HOURS ATTENDANCE - Number of hours of full-time and part-time attendance of students sent to the district listed under DISTRICT ATTENDED.

REMEDIAL HOURS - Number of remedial attendance hours outside the regular school day in accordance with Section 167.640, RSMo (HB 889, 1999) of students sent to the district listed under DISTRICT ATTENDED.

TOTAL HOURS ABSENCE - Number of hours of absence of students sent to the district listed under DISTRICT ATTENDED.

HOURS IN SESSION - Total number of actual hours school was in session in district listed under DISTRICT ATTENDED.

ADA - Total regular hours attendance divided by hours in session. Item is system calculated and displayed.

TOTAL ADA - Sum of ADA of all districts attended by that grade. Item is system calculated and displayed.

CONVERTED HOURS IN SESSION - Hours in session of first district listed. Used to calculate converted hours in attendance. Item is system calculated and displayed.

CONVERTED REGULAR HOURS ATTENDANCE - Converted hours in session multiplied by the total ADA. Item is system calculated and displayed on Screen 14A and Screen 14.

CONVERTED REMEDIAL HOURS - Converted hours in session multiplied by the total remedial ADA (not displayed). Item is system calculated and displayed on Screen 14A and Screen 14.

CONVERTED TOTAL HOURS ABSENCE - Converted hours in session multiplied by the total of Average Daily Absence for each district attended (not displayed). Item is system calculated and displayed on Screen 14A and Screen 14.

FUNCTION KEYS - (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F4-CONTINUE TO COMPANION SCREEN - Returns to Screen 14.

F9-ITEM BROWSE - Displays list of acceptable values for current item. Use cursor movement keys and enter key to select value.

SHFT-F4-DELETE - Deletes line of information on which the cursor is located.

C3

K-8 RESIDENT II GRADE POINT AVERAGE DATA
(Screen 14B)

June Cycle

This screen is used by K-8 elementary districts to report the number of students and the grade point average (GPA) for students in grades 9 and 10 for both resident II (tuition) students and receiving district students. Only resident II 9th and 10th grade students who graduated from the K-8 district prior to attending high school should be included in the GPA for the K-8 district. Also report the grading scales used for the GPAs on this screen.

```
SCREEN  :  14 B                    CORE DATA SYSTEM                        1/05/00
VERSION :  12.0      K-8 RESIDENT II GRADE POINT AVERAGE DATA              11:54 am

SCHOOL YEAR: ....-..    DIST CODE/NAME: ...-... ..............................
SCHOOL NO/NAME: .... .... ......................          GRADE: ..

                          --K-8 DISTRICT--      -DISTRICT ATTENDED-   GRADING SCALE
DISTRICT ATTENDED          GPA  STUDENTS          GPA   STUDENTS       (11 OR 4)
...-... .........        00.000     0           00.000      0              0
...-... .........        00.000     0           00.000      0              0
...-... .........        00.000     0           00.000      0              0
...-... .........        00.000     0           00.000      0              0
...-... .........        00.000     0           00.000      0              0

F1 -HELP  F4 -CONTINUE TO COMPANION SCREEN  F9 -ITEM BROWSE  SHIFT F4 -DELETE

                          LAST ACTION: ../../.. ...
```

ITEM DEFINITIONS – K-8 RESIDENT II GRADE POINT AVERAGE DATA

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

SCHOOL NO/NAME - Item is displayed from Attendance, Graduate, Transfer, Dropout Data screen (14).

GRADE - Item is displayed from Attendance, Graduate, Transfer, Dropout Data Screen (14).

DISTRICT ATTENDED - A six-digit county district code for each district where students in that grade attended. A listing of code numbers assigned to attendance sites other than public school districts is included in Exhibit 5.

K-8 DISTRICT/GPA - Grade point average of students sent to the district listed under DISTRICT ATTENDED for this grade. Only resident II 9th and 10th grade students who graduated from the K-8 district prior to attending high school should be included in the GPA for the K-8 district.

K-8 DISTRICT/STUDENTS - Number of students sent to the district listed under DISTRICT ATTENDED for this grade. Only resident II 9th and 10th grade students who graduated from the K-8 district prior to attending high school should be included in the GPA for the K-8 district.

DISTRICT ATTENDED/GPA - Grade point average of resident students attending the district listed under DISTRICT ATTENDED.

DISTRICT ATTENDED/STUDENTS - Number of resident students attending the district listed under DISTRICT ATTENDED.

GRADING SCALE - Grading scale used by district listed under DISTRICT ATTENDED (11 or 4).

FUNCTION KEYS - (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F4-CONTINUE TO COMPANION SCREEN - Returns to Screen 14.

F9-ITEM BROWSE - Displays list of acceptable values for current item. Use cursor movement keys and enter key to select value.

SHFT-F4-DELETE - Deletes line of information on which the cursor is located.

HOME SCHOOL/FREE AND REDUCED LUNCH DATA
(Screen 15)

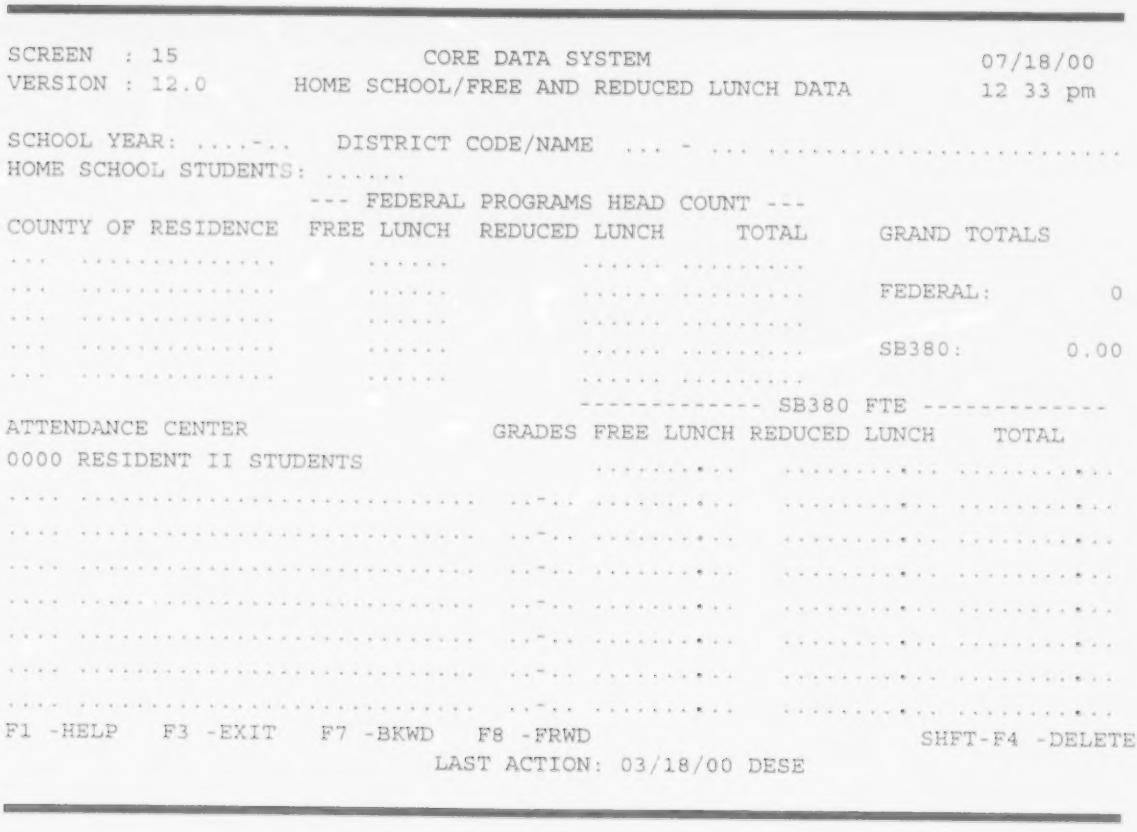
February Cycle

The Home School/Free and Reduced Lunch Data screen is used to collect the number of students as of the last Wednesday in January in three categories:

(1) school-aged children who reside in the district, have not received a diploma and whose parents or guardians filed a declaration as provided in Section 167.042, RSMo, indicating they are being home schooled

(2) the number of students eligible for free or reduced lunch documented through the application process using federal eligibility guidelines or through the direct certification process, reported by county of residence, and used by federal programs

(3) the full-time equivalency (FTE) count (in accordance with Senate Bill 380) of resident students eligible for free or reduced lunch documented through the application process using federal eligibility guidelines or through the direct certification process, and reported by attendance center.



ITEM DEFINITIONS – HOME SCHOOL/FREE AND REDUCED LUNCH DATA (Screen 15)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DISTRICT CODE/NAME - Item is displayed from District Data screen (02).

HOME SCHOOLED STUDENTS - Number of school-aged children who reside in the district, have not received a diploma and whose parents or guardians have filed a declaration as provided in Section 167.042, RSMO, indicating they are being home schooled. Children for whom declarations have not been filed as provided in statute should not be included in this count. (Schools will receive a distribution of funds for special education services as a result of this count. Declarations of home schooling must be maintained or be accessible by the school to substantiate this count of children. Parents or guardians cannot be required to file a declaration.)

FEDERAL PROGRAMS HEAD COUNT Head count taken the last Wednesday in January of children ages 5-17 inclusive (as of prior October 1) *who reside in the district*, whose eligibility for free or reduced lunch is documented, and who do not attend a private or parochial school. Report students by their county of residence and count all eligible students regardless of whether or not they actually eat lunch/breakfast. (Desegregation students are counted by the district in which the student resides.)

COUNTY OF RESIDENCE - Number of county in which students reside. (See Exhibit 7 for list of county identification numbers.) County name is system displayed.

FEDERAL PROGRAMS HEAD COUNT/FREE LUNCH - Head count of students documented (through the application process using federal eligibility guidelines or through the direct certification process) as eligible for free lunch taken the last Wednesday in January by county of residence who meet age requirement previously described.

FEDERAL PROGRAMS HEAD COUNT/REDUCED LUNCH - Head count of students documented (through the application process using federal eligibility guidelines or through the direct certification process) as eligible for reduced lunch taken the last Wednesday in January by county of residence who meet age requirement previously described.

FEDERAL PROGRAMS HEAD COUNT/TOTAL - Total students eligible for free and reduced lunch by county of residence. Item is system calculated and displayed.

SB380 FTE Full-time equivalency (FTE) count taken the last Wednesday in January of resident students enrolled in grades K-12 and in attendance one of the 10 preceding school days whose eligibility for free or reduced lunch is documented (through the application process using federal eligibility guidelines or through the direct certification process). (Desegregation students are considered residents of the district in which the students are educated.) Students are counted regardless of whether or not they actually eat lunch/breakfast. Students for whom the Department does not distribute state aid are not counted (i.e., students in preschool, the Parents as Teachers Program, state schools).

SB380 FTE/ATTENDANCE CENTER/RESIDENT II STUDENTS/FREE LUNCH - FTE count of resident students eligible for free lunch taken the last Wednesday in January who are legally attending another district with the district of residence paying tuition. This count is reported by the district which pays the tuition for those students.

SB380 FTE/ATTENDANCE CENTER/RESIDENT II STUDENTS/REDUCED LUNCH - FTE count of resident students eligible for reduced lunch taken the last Wednesday in January who are legally attending another district with the district of residence paying tuition. This count is reported by the district which pays the tuition for those students.

SB380 FTE/ATTENDANCE CENTER/RESIDENT II STUDENTS/TOTAL - Total Resident II students eligible for free and reduced lunch. Item is system calculated and displayed.

SB380 FTE/ATTENDANCE CENTER - 4-digit school number. Name of the attendance center is displayed from Attendance Center screen (08).

SB380 FTE/GRADES - Grade span of attendance center is displayed from Attendance Center screen (08).

SB380 FTE/FREE LUNCH - FTE count of resident students eligible for free lunch taken the last Wednesday in January and reported by attendance center.

SB380 FTE/REDUCED LUNCH - FTE count of resident students eligible for reduced lunch taken the last Wednesday in January and reported by attendance center.

SB380 FTE/TOTAL - Total FTE count of students eligible for free and reduced lunch by attendance center. Item is system calculated and displayed.

GRAND TOTALS/FEDERAL - Total federal programs head count of all students eligible for free and reduced lunch in district. Item is system calculated and displayed.

GRAND TOTALS/SB380 - Total SB380 FTE count of all resident and Resident II students eligible for free and reduced lunch in district. Item is system calculated and displayed.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F7-BKWD - Scrolls the screen backward.

F8-FRWD - Scrolls the screen forward.

SHIFT-F4-DELETE - Deletes the county or attendance center line where the cursor is located.

ENROLLMENT, MEMBERSHIP AND SUMMER SCHOOL DATA
(Screen 16)

August Cycle

The Enrollment, Membership and Summer School Data screen is used to collect final summer school data for state aid calculation. Actual summer school attendance and membership are reported on an hourly basis.

October Cycle

The screen is also used to collect fall enrollment and membership. These enrollment head counts (resident and non-resident students attending the attendance centers) will be reported by attendance center, by grade, by male/female, and by racial/ethnic categories (see Exhibit 2). September membership counts by county for state aid calculation are also reported in the October cycle.

February Cycle

January membership count is reported on this screen by attendance center by grade.

```
SCREEN  :  16                      CORE DATA SYSTEM                          6/19/00
VERSION :  12.0      ENROLLMENT, MEMBERSHIP AND SUMMER SCHOOL DATA           12:01 pm

SCHOOL YEAR: ....-..      DIST CODE/NAME:  ...-...  ..........................
SCHOOL NO/NAME: ....  ..........................  GRADE: ..   KDG (A/P/  ): .
ENROLLMENT      BLK       WH      HSP     ASN      IND     TOTAL      RES    N-RES
    MALE       .,...     .,...   .,...   .,...    .,...   .,...,...  .,...  .,...
  FEMALE       .,...     .,...   .,...   .,...    .,...   .,...,...  .,...  .,...
MEMBERSHIP     CNTY   FULL-TIME   PART-TIME   DESEG  IN  DESEG OUT     TOTAL
  SEPTEMBER     ...     .,...,...  .,...,...   .,...,...   .,...,...   .,...,...
  BY            ...     .,...,...  .,...,...   .,...,...   .,...,...   .,...,...
  COUNTY        ...     .,...,...  .,...,...   .,...,...   .,...,...   .,...,...
  NUMBER        ...     .,...,...  .,...,...   .,...,...   .,...,...   .,...,...
                        -------    ----------   ----------  ----------  ----------
  TOTAL SEPT. MEMB.     .,...,...  .,...,...   .,...,...   .,...,...   .,...,...
JANUARY MEMBERSHIP      .,...,...  .,...,...   .,...,...   .,...,...   .,...,...
SUMMER SCH HOURS (JUST COMPLETED):REGULAR    DESEG IN       DESEG OUT      TOTAL
  ATTENDANCE                      .,...,...   .,...,...      .,...,...   .,...,...
  MEMBERSHIP                      .,...,...   .,...,...      .,...,...   .,...,...
F1 -HELP  F2 -BROWSE  E3 -EXIT  F6 -NXT SCHL  F10 -NXT GRADE  SHFT-F4 -DELETE

                        LAST ACTION:  ../../.. ....

Press  F-3 to Exit, F-2 to Scroll or Enter for new Building/Grade.
```

ITEM DEFINITIONS – GRADE LEVEL HEAD COUNTS (Screen 16)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

SCHOOL NO/NAME - 4-digit school number of attendance center. Name of the attendance center is displayed from Attendance Center screen (08).

GRADE - Grade level of the attendance center for which data are reported. Valid grades are K, U, and 1-12.

KDG: (A/P/) - Enter **A** for "AM" kindergarten or **P** for "PM" kindergarten. Leave blank for full-day kindergarten.

ENROLLMENT (October cycle) Head count taken the last Wednesday of September of all resident and nonresident students in grades K through 12 enrolled in the attendance center. Each student (part-time, full-time or kindergarten) should be counted as one. Enrollment is not reported for prekindergarten students. Desegregation transfer students are reported as residents of the district in which they attend school. Enrollment for students attending alternative schools and area vocational schools should be reported at students' regular school in their home district.

MALE/BLK - Male Black enrollment by grade for attendance center.

MALE/WH - Male White enrollment by grade for attendance center.

MALE/HSP - Male Hispanic enrollment by grade for attendance center.

MALE/ASN - Male Asian enrollment by grade for attendance center.

MALE/IND - Male Indian enrollment by grade for attendance center.

MALE/TOTAL -Total male Black, White, Hispanic, Asian, and Indian grade level head counts entered. Item is system calculated and displayed.

MALE/RES - Male resident enrollment by grade for attendance center.

MALE/N-RES - Male nonresident enrollment by grade for attendance center.

FEMALE/BLK - Female Black enrollment by grade for attendance center.

FEMALE/WH - Female White enrollment by grade for attendance center.

FEMALE/HSP - Female Hispanic enrollment by grade for attendance center.

FEMALE/ASN - Female Asian enrollment by grade for attendance center.

FEMALE/IND - Female Indian enrollment by grade for attendance center.

FEMALE/TOTAL - Total female Black, White, Hispanic, Asian, and Indian grade level head counts entered. Item is system calculated and displayed.

FEMALE/RES - Female resident enrollment by grade for attendance center.

FEMALE/N-RES - Female nonresident enrollment by grade for attendance center.

MEMBERSHIP Count of resident students taken the last Wednesday in September and January who are enrolled on count day and in attendance at least 1 of the 10 previous school days, by grade at each attendance center. Students attending an alternative school or an area vocational school part of the day are reported as full-time at students' regular school in their home district. To receive full-time credit for special education kindergarten students whose IEPs call for full-day attendance, report the membership in full-day kindergarten. Membership for Title I extended day kindergarten should not be reported. Part-time students are reported on FTE basis under part-time. For example, a part-time student enrolled 4 hours in a 6-hour day equals 0.67 FTE.

CNTY - Number of county for September membership count is displayed after each line is completed. (See Exhibit 7 for list of county identification numbers.)

SEPTEMBER MEMB./FULL-TIME - Count of resident full-time students (excluding desegregation students) taken last Wednesday in September by grade at each attendance center for each county.

SEPTEMBER MEMB./PART-TIME - Part-time (FTE basis) resident membership count (excluding desegregation students) taken last Wednesday in September by grade at each attendance center for each county. See above example of calculation.

SEPTEMBER MEMB./DESEG IN - Count (FTE basis) of incoming desegregation students taken last Wednesday in September by grade at each attendance center.

SEPTEMBER MEMB./DESEG OUT - Count (FTE basis) of outgoing desegregation students taken last Wednesday in September by grade at each attendance center.

SEPTEMBER MEMB./TOTAL - Total full-time, part-time, deseg in, and deseg out September membership by county. Item is system calculated and displayed.

JANUARY MEMB./FULL-TIME - Count of resident full-time students (excluding desegregation students) taken last Wednesday in January by grade at each attendance center.

JANUARY MEMB./PART-TIME - Part-time (FTE basis) resident membership count (excluding desegregation students) taken last Wednesday in January by grade at each attendance center. See above example of calculation.

JANUARY MEMB./DESEG IN - Count (FTE basis) of incoming desegregation students taken last Wednesday in January by grade at each attendance center.

JANUARY MEMB./DESEG OUT - Count (FTE basis) of outgoing desegregation students taken last Wednesday in January by grade at each attendance center.

JANUARY MEMB./TOTAL - Total full-time, part-time, deseg in, and deseg out January membership. Item is system calculated and displayed.

SUMMER SCHOOL HOURS Actual summer school attendance and membership hours submitted in August cycle.

ATTENDANCE/REGULAR - Actual number of summer school attendance hours by resident students (excluding desegregation students) in a program approved by the DESE Supervision Section.

ATTENDANCE/DESEG IN - Actual number of summer school attendance hours for incoming desegregation students.

ATTENDANCE/DESEG OUT - Actual number of summer school attendance hours for outgoing desegregation students.

ATTENDANCE/TOTAL - Total regular, deseg in, and deseg out summer school attendance hours. Item is system calculated and displayed.

MEMBERSHIP/REGULAR - Actual number of summer school membership hours of resident students (excluding desegregation students) in a program approved by the DESE Supervision Section. (Maximum hours all students enrolled by grade could attend if all students had perfect attendance.)

MEMBERSHIP/DESEG IN - Actual number of summer school membership hours for incoming desegregation students.

MEMBERSHIP/DESEG OUT - Actual number of summer school membership hours for outgoing desegregation students.

MEMBERSHIP/TOTAL - Total regular, deseg in, and deseg out summer school membership hours. Item is system calculated and displayed.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F2-BROWSE - Displays grade level screens currently entered. Use cursor movement keys and enter key to select grade level screen to update.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F6-NXT SCHL - Displays the next school in the district.

F10-NXT GRADE - Displays the next grade for the currently displayed school.

SHFT-F4-DELETE - Deletes the information currently displayed.

LOCAL PHYSICAL FITNESS ASSESSMENT
(Screen 17)

June Cycle

The Local Physical Fitness Assessment screen is used to collect the results of the locally administered physical fitness assessment data. The number of students tested, number not tested, and number meeting or exceeding the healthy fitness range (HFR) are reported by school for grades 5 and 9. In addition, the number of minutes per week 5th grade students are scheduled for Physical Education (PE) and the average class size for 5th grade PE classes; and the percentage of 9th grade students enrolled in PE and the average class size for PE classes that enroll 9th grade students are reported by school.

```
SCREEN  :  17                      CORE DATA SYSTEM                    04/24/00
VERSION :  12.0          LOCAL PHYSICAL FITNESS ASSESSMENT             11:41 am

SCHOOL YEAR : ....-..  DIST CODE/NAME:  ...-... ..............................
SCHOOL NO/NAME:  ..................................................

                                 AEROBIC     ABDOMINAL    UPPER BODY
GRADE / GENDER                   CAPACITY    STRENGTH     STRENGTH    FLEXIBILITY
  5 - FEMALE : # TESTED             0           0            0           0
             : # NOT TESTED         0           0            0           0
             : # > HFR              0           0            0           0
  5 - MALE   : # TESTED             0           0            0           0
             : # NOT TESTED         0           0            0           0
             : # > HFR              0           0            0           0
  9 - FEMALE : # TESTED             0           0            0           0
             : # NOT TESTED         0           0            0           0
             : # > HFR              0           0            0           0
  9 - MALE   : # TESTED             0           0            0           0
             : # NOT TESTED         0           0            0           0
             : # > HFR              0           0            0           0
GRADE 5 - MINUTES PER WEEK:  000                AVERAGE CLASS SIZE: 00
GRADE 9 - PERCENTAGE IN PE:  0.00               AVERAGE CLASS SIZE: 00
F1 -HELP    F2 -BROWSE    F3 -EXIT    F6 -NXT SCHL          SHFT-F4  -DELETE
                  LAST ACTION:  ../../..   ....

   Press F3 to Exit, F2 to Scroll or Enter for new Building.
```

ITEM DEFINITIONS – LOCAL PHYSICAL FITNESS ASSESSMENT (Screen 17)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

SCHOOL NO/NAME - 4-digit school number of the attendance center. Name of the attendance center is displayed from Attendance Center screen (08).

Refer to the Missouri Physical Fitness Assessment Manual for a complete description of the assessment components, testing options, and scoring criteria. The four physical fitness assessment components (column headings) to be reported are:

AEROBIC CAPACITY - Scoring results as measured through administration of (1) the PACER (Progressive Aerobic Cardiovascular Endurance Run) or (2) one mile run/walk.

ABDOMINAL STRENGTH - Scoring results as measured through administration of (1) curl-up test (one minute), (2) curl-up test (cadence) or (3) partial curl-ups.

UPPER BODY STRENGTH - Scoring results as measured through administration of (1) push-ups, (2) pull-ups, (3) modified pull-ups or (4) flexed arm hang.

FLEXIBILITY - Scoring results as measured through administration of (1) sit and reach, (2) back-saver sit and reach or (3) V-sit reach.

Report the number of students in these four assessment components broken down as follows:

GRADE 5 - FEMALE/# TESTED – Number of 5th grade female students at this school tested in each of the physical fitness assessment components.

GRADE 5 - FEMALE/# NOT TESTED – Number of 5th grade female students at this school *not* tested in each of the physical fitness assessment components.

GRADE 5 - FEMALE/# > HFR – Number of 5th grade female students at this school who meet or exceed the healthy fitness range (HFR) criteria in each of the physical fitness assessment components.

GRADE 5 - MALE/# TESTED – Number of 5th grade male students at this school tested in each of the physical fitness assessment components.

GRADE 5 - MALE/# NOT TESTED – Number of 5th grade male students at this school *not* tested in each of the physical fitness assessment components.

GRADE 5 - MALE/# > HFR – Number of 5th grade male students at this school who meet or exceed the healthy fitness range (HFR) criteria in each of the physical fitness assessment components.

GRADE 9 - FEMALE/# TESTED – Number of 9th grade female students at this school tested in each of the physical fitness assessment components.

GRADE 9 - FEMALE/# NOT TESTED – Number of 9th grade female students at this school *not* tested in each of the physical fitness assessment components.

GRADE 9 - FEMALE/# > HFR – Number of 9th grade female students at this school who meet or exceed the healthy fitness range (HFR) criteria in each of the physical fitness assessment components.

GRADE 9 - MALE/# TESTED – Number of 9th grade male students at this school tested in each of the physical fitness assessment components.

GRADE 9 - MALE/# NOT TESTED – Number of 9th grade male students at this school *not* tested in each of the physical fitness assessment components.

GRADE 9 - MALE/# > HFR – Number of 9th grade male students at this school who meet or exceed the healthy fitness range (HFR) criteria in each of the physical fitness assessment components.

GRADE 5 - MINUTES PER WEEK – Number of minutes per week 5th grade students at this school are scheduled for Physical Education class.

GRADE 5 - AVERAGE CLASS SIZE – Average Physical Education class size for 5th grade students at this school.

GRADE 9 - PERCENTAGE IN PE – Percentage of 9th grade students enrolled in a Physical Education class at this school.

GRADE 9 - AVERAGE CLASS SIZE – Average class size for Physical Education classes at this school that include 9th grade students.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F2-BROWSE - Displays list of grade level screens currently entered. Use cursor movement keys and enter key to select grade level screen to update.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F6-NXT SCHL - Displays the next school in the district.

SHFT-F4-DELETE - Deletes the information currently displayed.

EDUCATOR DATA
(Screen 18)

◂ *October Cycle*

The Educator Data screen is used to report data items about each educator including: (1) personnel requiring a teacher's certificate; (2) aides, ancillary personnel and parent educators funded by state or federal programs or used to meet classification standards, and (3) administrators involved with instructional programs. Data are displayed for updating by entering the Social Security number or the last and first names of the educator. Information is divided into two portions. The top portion includes: race, sex, highest degree, years of experience, extended contract duration, career ladder, regular term salary, extended contract salary, extra duty salary, minimum salary supplement, minimum salary days worked, late hire and early termination dates, and comments.

The bottom portion includes: building number, position code, FTE, prorated salary, and vocational funding data. A separate line is completed for each building, position code or vocationally funded position. If more lines are required, the F8 key, when pressed, presents additional lines to complete.

Each completed line on the bottom portion of the screen has an associated Screen 20 with at least one course/assignment. By placing the cursor on the building number of the desired line and pressing the F4 key, the associated Course and Assignment Data screen (20) is displayed. Pressing the F3 key then returns to the associated Educator Data screen (18).

Specific instructions are provided for Title I (Exhibit 15), Special Education (Exhibit 16), and Early Childhood Education (Exhibit 17).

```
SCREEN  :  18                      CORE DATA SYSTEM                    07/07/00
VERSION :  12.0                     EDUCATOR DATA                       3:36 pm

SCHOOL YEAR:  ....-..  DIST CODE/NAME: ...-... ..............................
EDUC SSN/NAME:...-..-.... ..........................................  RACE:  .
SEX: .  HIGHEST DEGREE: ....  PUBLIC SCH EXP - YRS  TOTAL: ..  MO: .  DIST: .
EXT CONT DURATION: ...   CAREER LADDER STAGE: .   CAREER LADDER SUPPL:   .,...
REG TERM SALARY:  ..,... EXT CONTRACT SALARY: ..,... EXTRA DUTY SALARY: .,...
MIN SALARY SUPPL: ..,...  TOTAL SALARY: ..,...  TOT FTE: .... TOT MINS: ....
MIN SAL DAYS WORKED: .... SHARED: .  LATE HIRE: .. / ..  EARLY TERMIN: .. / ..
COMMENTS:
FISCAL AGENT: ... - ... ............................ **VOCATIONAL COURSES ONLY**
SCHOOL NO/NAME        POS CD/DESC       FTE SALARY     MTH PGM TY LNE A VTD


F1 -HELP   F2 -SCRN BROWSE   F3 -EXIT   F4 -COURSES ON COMPANION SCREEN
F5 -CHANGE SS NO.  F7 -BKWD    F8 -FRWD    F9 -ITEM BROWSE    SHFT-F4 -DELETE
                         LAST ACTION:   ../../.. ...

Press F-3 to Exit, F-2 to Scroll or Enter for new Educator.
```

ITEM DEFINITIONS – EDUCATOR DATA (Screen 18)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DISTRICT - Item is displayed from District Data screen (02).

EDUC SSN/NAME - Social Security number and name (last name, first name, and middle initial) of the educator. (If educator has been previously entered, Social Security number may be skipped and educator's last name and first name entered.)

RACE - Race of the educator (see Exhibit 2).

SEX - Sex of the educator (M-male, F-female).

HIGHEST DEGREE - Highest degree of educator (see Exhibit 8).

PUBLIC SCH EXP - YRS/TOTAL - Total number of years experience of educator in all public school systems including the current year.

PUBLIC SCH EXP - YRS/MO - Total number of years experience of educator in Missouri public school systems including the current year.

PUBLIC SCH EXP - YRS/DIST - Total number of years experience of educator in current district including the current year.

EXT CONT DURATION - Extended Contract Duration - Number of extra days an educator has contracted to perform services for district beyond regular contract duration reported on District Data screen (02), if applicable. (Employees with 12-month contracts may show 260 days minus the regular contract duration.)

CAREER LADDER STAGE - Career ladder stages (1, 2 or 3) of teacher, counselor or librarian. Enter 1 for Stage I; enter 2 for Stage II; enter 3 for Stage III.

CAREER LADDER SUPPL - Career ladder supplement dollar amount that corresponds to career ladder stage. Item is system displayed from dollar amount entered on District Data screen (02).

REG TERM SALARY - Educator's regular term salary (excluding minimum salary supplement), based upon the FTE of an approximate 9-month teaching contract except for administrators (Position Codes 10 and 20). The salary should correspond with the FTE. (If an educator is employed full-time for a portion of the year, such as 7 months, report the salary on the 9-month basis.) Board-paid insurance and other fringe benefits are not included. If a position is filled temporarily by a substitute (Position Code 61), show the full salary normally paid for that position.

EXT CONTRACT SALARY - Extended Contract Salary - Extra salary that teacher, counselor, librarian or any position except administrator (Position Codes 10 and 20) receives for working more than a 9-month term.

MIN SAL DAYS WORKED - Total number of contract days worked during the regular term by an educator receiving a minimum salary supplement.

EXTRA DUTY SALARY - Salary for all activities that generate additional pay beyond the regular term salary except for extended contract salary and the career ladder and minimum salary supplements. (Include salary for time outside the regular school day.) If a teacher receives additional pay above the

salary schedule through an Incentive Grant project, the extra pay is reported as Extra Duty Salary. If a teacher's entire salary is paid from an Incentive Grant, this pay is reported as "Reg Term Salary," except for after-school assignments which are reported as Extra Duty Salary.

MIN SALARY SUPPL - Annualized state-paid supplemental salary received by a teacher, counselor or librarian to bring the salary up to the state minimum salary level.

TOTAL SALARY - Total of regular term salary, extended contract salary, extra duty salary, career ladder supplement, and minimum salary supplement. Item is system calculated and displayed.

TOT FTE - Full-time equivalency--the percent of time an educator is serving in all building locations in the district. The total FTE is the sum of all detail FTEs. Item is system calculated and displayed.

SHARED TEACHER - "Y" is system displayed if fiscal agent is different than district entering data. Blank indicates that the educator works in one district only.

LATE HIRE - Date (month/day) educator was hired if later than start of regular school term .

EARLY TERMINATION - Date (month/day) educator terminated services if earlier than end of regular school term.

COMMENTS - Free-form notes used to report district (co-op) where services are provided if different from reporting district or other nonstandard information.

FISCAL AGENT - County-district code number of the fiscal agent. (Fiscal agent is the district that provides the salary.) The code number 999-999 may be used to represent an agency other than a public school with the name of the agency entered in the "Comments" area.

*** DETAIL ***

SCHOOL NO/NAME - 4-digit number of the attendance center in which educator works (see Exhibit 22). Name of the attendance center is displayed from Attendance Center screen (08). (Central office personnel should be reported in building number 1000.)

POS CD/DESC - Position code of educator's assignment (see Exhibit 3). Description of position code is displayed by system.

FTE - Full-time equivalency--the percent of time educator works in associated attendance center stated as a decimal. To determine FTE, divide the number of minutes per week spent at each building location by the number of minutes per week required for full FTE (1.00) for that position code according to the standard day length reported on School Calendar Data Header screen (10). Before- or after- school teaching assignments (Delivery System H) minutes are reported but are not included in calculating the FTE. Total FTE should be less than or equal to 1.00.

SALARY - Salary educator receives for the associated position and attendance center including regular term salary and extended contract salary. (Enter only if different position codes are present for educator.) Minimum salary supplement is excluded.

VOCATIONAL COURSES ONLY

MTH - Total number of months educator is contracted for vocational program. (Note: 180 days equal 9 months. Assignments above this which equal 4 weeks will equal 1 additional month. If more than 2 weeks round up; if 2 weeks or less, round down. Examples: 9 1/4 = 9, 9 1/2 = 9, 9 3/4 = 10, 10 3/4 = 11.)

PGM - Program code of vocational funded program (see Exhibit 9).

TY - Program type of vocational funded program (see Exhibit 9).

LNE - Unique line number assigned to each vocational position. When a change in position occurs and the replacement educator is entered, the line number must be the same as the line number assigned to the previous educator. When a new program is added, this number is assigned by the State Department.

A - Area vocational school indicator (1 - AVTS or 2 - nonAVTS).

VTD - Vocational time devoted. The number of hours a person teaches vocational reimbursable classes over the total number of periods taught in a school day (excluding planning time) equals the fraction of time devoted to the reimbursable program. (Examples: (a) An educator teaches 5 reimbursable classes and has 1 preparatory period. There are 6 periods in the school day. The time devoted to the program is 5 5. (b) An educator spends 3 hours a day in a reimbursable class, 3 hours in a non-reimbursable class and has 1 preparatory period. The time devoted to this program is 3 6.)

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F2-SCRN BROWSE - Displays list of educators currently entered. Use cursor movement keys and enter key to select educator to update.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F4-COURSES ON COMPANION SCREEN - Transfers to Course and Assignment Data screen (20) which corresponds to line on which cursor is located.

F5-CHANGE SS NO. - Allows Social Security number of educator currently displayed to be changed or corrected.

F7-BKWD - Scrolls the screen backward.

F8-FRWD - Scrolls the screen forward.

F9-ITEM BROWSE - Displays list of acceptable values for current item.

SHFT-F4-DELETE - Deletes the detail school/position line where the cursor is located and corresponding Course and Assignment Data screen (20), or if the cursor is in the top portion of the screen, deletes the educator from the system.

COURSE AND ASSIGNMENT DATA
(Screen 20)

October Cycle

The Course and Assignment Data screen contains an educator's course and assignment data. Along with regular instructional or administrative assignments, both planning time and travel time between buildings are included. Items reported include: course number, sequence, grade, semester, program code, delivery system, minutes per week, units of credit, and enrollment.

If vocationally funded courses are reported, enrollment data by male/female and five racial/ethnic categories are included on this screen along with handicapped, disadvantaged, graduates, and adults enrolled (Screen 20-V).

```
SCREEN  :  20V                    CORE DATA SYSTEM                          7/07/00
VERSION :  12.0               COURSE AND ASSIGNMENT DATA                    3:51 pm

SCHOOL YEAR: ....-..   DIST CODE/NAME: ...-... ..............................
SCHOOL: .... ..................  OTH BLD: N  POS: N            CASELOAD:    0
EDUCATOR SSN/NAME: ...-..-....  ..................................................
                        POS CD:   60  TEACH BLDG MINS:  0    TOTAL MINS:    0
   COURSE                                      **** VOCATIONAL ONLY 02 00 ***
NUMBER NAME  SEQ  GR  S  PR  DS  MINS  CRD  ENR  M--F  B--W--H--A--I  H--D G A
```

```
COMMENTS:
F1 -HELP              F3 -EXIT TO COMPANION SCREEN              F6 -CERTIFICATION
F7 -BKWD    F8 -FRWD     F9 -ITEM BROWSE       F10 -COMMENT     SHFT-F4 DELETE
                         LAST ACTION:   07/07/00
```

If vocationally funded courses are not reported, the following special education only items are included: late start date and early end date (Screen 20-NV).

```
SCREEN  :  20NV                    CORE DATA SYSTEM                          07/07/00
VERSION :  12.0                 COURSE AND ASSIGNMENT DATA                    3:48 pm

SCHOOL YEAR:  ....-..  DIST CODE/NAME: ...-...  ..................................
SCHOOL: ....  ..................          OTH BLD:  N   POS:  N    CASELOAD:   0
EDUCATOR SSN/NAME: ...-..-....  ..................................................
                        POS  CD:  60  TEACH      BLDG MINS:  0    TOTAL MINS:  0
          COURSE                                      **** SPECIAL ED ONLY ****
     NUMBER NAME    SEQ  GR  S  PR  DS  MINS CRD ENR       START    END


COMMENTS:
F1 -HELP            F3 -EXIT TO COMPANION SCREEN              F6 -CERTIFICATION
F7 -BKWD     F8 -FRWD     F9 -ITEM BROWSE      F10 -COMMENT      SHFT-F4 DELETE
                        LAST ACTION:   07/07/00
```

There is a Course and Assignment Data screen corresponding to each detail line on the Educator Data screen (18). This screen is accessed through the Educator Data screen (18) by using the F4 key after placing the cursor on the appropriate detail line. If more detail lines are required on this screen, they may be accessed by pressing the F8 key.

Specific instructions are provided for Title I (Exhibit 15), Special Education (Exhibit 16) and Early Childhood Education (Exhibit 17).

ITEM DEFINITIONS – COURSE AND ASSIGNMENT DATA (Screen 20)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

SCHOOL - 4-digit number of attendance center at which educator works displayed from corresponding detail line on Educator Data screen (18). Name is displayed from Attendance Center Data screen (08).

OTH BLDG - Value Y indicates that educator has course/assignments in other school buildings. Item is displayed by system.

POS - Value Y indicates educator has additional position code and, therefore, another Course and Assignment Data screen (20). Item is displayed by system.

EDUCATOR SSN/NAME - Items are displayed from Educator Data screen (18).

POS CD - Position code of current assignment displayed from Educator screen (18). See Exhibit 3.

BLDG MINS - Total minutes per week of all assignments on this screen. Item is system calculated and displayed.

TOTAL MINS - Total minutes per week of all assignments of educator. Item is system calculated and displayed.

COMMENTS - Free-form notes used to indicate (1) job titles for Course 887900, (2) course titles for "Other" (xxxx99) courses, (3) supplemental assignment for Course 880000, (4) teachers assisted by an aide, (5) aides assisting a teacher or (6) other nonstandard information.

***** DETAIL *****

(UNLABELED COLUMN) - System-generated sequence number.

COURSE/NUMBER - Course code that identifies assignment (see Exhibit 10). Every assignment must be identified by a course code except pre-kindergarten, kindergarten and elementary classes in self-contained classrooms. If a teacher has more than one grade in a self-contained elementary classroom or is teaching morning and afternoon kindergarten classes, show as separate assignments.

COURSE/NAME - Course name abbreviation displayed by system (see Exhibit 10).

SEQ - Sequence number which identifies the content of courses taught at more than one level (see Exhibit 11). If only one level of course content is offered, leave SEQ blank.

GR - Grade level at which curriculum is designed to be taught (see Exhibit 12). Grade level should reflect the grade at which the course curriculum is meant to be offered; not necessarily describe the students in the classroom. For example, if General Science is offered as a 9th grade class, it should be reported as grade 9 even though some 10th or 11th grade students may be in the classroom.

S - Semester (blank - full year, 1 - first semester, 2 - second semester).

PR - Program code that identifies special funding (see Exhibit 13).

DS - Delivery System. Instructional delivery method (see Exhibit 14).

MINS - Minutes per week for class/assignment. (Student passing time is not included.)

CRD - Units of high school credit granted for assignment.

ENR - Enrollment. Number of students served in assignment (excluding adult vocational students). Report enrollment only in teaching assignments and in teacher aide assignments (with course codes other than 88xxxx). For special education teachers, use the enrollment field to report the Case Manager Caseload on the assignment line, and the Special Education Contact Number on a separate line, using Course Code 991900. Both terms are defined in Exhibit 16, Reporting Guidelines for Special Education Programs.

******SPECIAL EDUCATION ONLY****** Columns under this heading are related to special education funded courses only (assignments with a program code of 06, 09, 17 or 19).

START DATE - Date assignment is added after beginning of school year or filled for first time after beginning of school year or an individual replaces original occupant of position after beginning of school year.

END DATE - Date assignment is eliminated prior to end of school year or individual is transferred out of position prior to end of school year (leaving position vacant) or individual is replaced in position with another individual prior to end of school year.

******VOCATIONAL ONLY****** Columns under this heading are related to vocationally funded courses only. Both adult and secondary students are included. (See Exhibit 2 for the definition of each racial/ethnic category.)

M - Number of male students served in assignment including adults.

F - Number of female students served in assignment including adults.

B - Number of Black students served in assignment including adults.

W - Number of White students served in assignment including adults.

H - Number of Hispanic students served in assignment including adults.

A - Number of Asian students served in assignment including adults.

I - Number of Indian students served in assignment including adults.

H - Number of handicapped (disabled) students served in assignment including adults (see Exhibit 23).

D - Number of disadvantaged students served in assignment including adults (see Exhibit 23).

G - Number of potential graduates (seniors) enrolled in the vocational education assignment/course.

A - Number of adult students enrolled in the vocational education assignment/course.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F3-EXIT TO COMPANION SCREEN - Transfers back to the corresponding Educator Data screen (18).

F-6-CERTIFICATION - Displays certificates held by educator selected.

F7-BKWD - Scrolls the screen backward.

F8-FRWD - Scrolls the screen forward.

F9-ITEM BROWSE - Displays list of acceptable values for current item.

F10-COMMENT - Moves cursor to comments field.

SHFT-F4-DELETE - Deletes the course/assignment line where the cursor is located.

SENDING SCHOOL COURSES AND ENROLLMENT
(Screen 22)

October Cycle

The Sending School Courses and Enrollment screen is used to record units of credit, for classification purposes, by school districts which send students to neighboring districts or colleges for academic, alternative or vocational courses not included in their own curriculum. Students participating in classes through instructional TV are reported as attending the site of the instructor. (Districts which operate an area vocational-technical school should report their resident students enrolled in vocational classes on this screen, also.) This screen contains the sending school district number/name, sending school building number/name and receiving school district or college providing instruction number/name. Specific data items relating to course information include course code number, course name, sequence, semester, enrollment, minutes per week and units of credit. Enrollments of students receiving college credit (dual credit) and instructional site are also reported on this screen.

```
SCREEN  : 22                        CORE DATA SYSTEM                      06/19/00
VERSION : 12.0          SENDING SCHOOL COURSES AND ENROLLMENT              3:48 pm
                                                              ADDL REC DIST:  N
SCHOOL YEAR: ....-..  SEND DIST CD/NM: ...-...  ..............................
SENDING HIGH SCHOOL NO/NAME: ....  ..............................  TOT CRD 00
RECEIVING DIST (COLL) CODE/NAME: ...-...  ....................................
LINE                                                              -DUAL CREDIT-
 NO  COURSE NO/NAME       SEQ  SEM    ENROLL   MINUTES  CREDIT   SITE/STUDENTS
 1   ..... ............  .    .      ...      ...      ...      ....    ...
 2   ..... ............  .    .      ...      ...      ...      ....    ...
 3   ..... ............  .    .      ...      ...      ...      ....    ...
 4   ..... ............  .    .      ...      ...      ...      ....    ...
 5   ..... ............  .    .      ...      ...      ...      ....    ...
 6   ..... ............  .    .      ...      ...      ...      ....    ...
 7   ..... ............  .    .      ...      ...      ...      ....    ...
 8   ..... ............  .    .      ...      ...      ...      ....    ...
 9   ..... ............  .    .      ...      ...      ...      ....    ...
10   ..... ............  .    .      ...      ...      ...      ....    ...

F1 -HELP  F2 -BROWSE   F3 -EXIT                          SHFT-F4 -DELETE
F7 -BKWD  F8 -FRWD  F9 -ITEM BROWSE
                                LAST ACTION:
```

ITEM DEFINITIONS – SENDING SCHOOL COURSES AND ENROLLMENT (Screen 22)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

SEND DIST CD/NM - County-district code and name of sending district. Item is displayed from District Data screen (02).

SENDING HIGH SCHOOL NO/NAME - 4-digit number of sending high school. Name of sending high school is displayed from Attendance Center screen (08)

TOT CRD - Total number of credits for sending high school. Item is system calculated and displayed.

RECEIVING DIST (COLL) CODE/NAME - County-district code of the receiving district or 6-digit code of college providing instruction. (Refer to listing of universities and colleges in the *Missouri School Directory* for college codes.) Name displayed by system.

LINE NO - System generated line number.

COURSE NO - Course code that identifies assignment (see Exhibit 10).

COURSE NAME - Course name abbreviation displayed by system (see Exhibit 10).

SEQ - Sequence number which identifies the content of courses taught at more than one level (see Exhibit 11). If only one level of course content is offered, leave SEQ blank.

SEM - Semester (blank - full year, **1** - first semester, **2** - second semester).

ENROLL - Number of pupils from sending district served in each course/assignment.

MINUTES - Minutes per week for each course/assignment.

CREDIT - Units of high school credit granted for each course/assignment.

DUAL CREDIT/SITE - Site at which instruction of college credit (dual credit) course is given. Enter **DIST** if instruction is provided at district attendance center, **COLL** if instruction is provided on college campus, or **ITV** if instruction is provided by college through instructional television to students in district classroom.

DUAL CREDIT/STUDENTS - Number of students receiving college credit for course.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F2-BROWSE - Displays list of sending school/receiving district combinations currently entered. Use cursor movement keys and enter key to select sending school/receiving district to update.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F7-BKWD - Scrolls the screen backward.

F8-FRWD - Scrolls the screen forward.

F9-ITEM BROWSE - Displays list of acceptable values for current item.

SHFT-F4-DELETE - Deletes the information currently displayed.

SUMMER SCHOOL COURSES AND ENROLLMENT
(Screen 24)

June Cycle

The Summer School Courses and Enrollment screen is used to report specific information for each class that is included in the district's state-funded summer school program and each certificated staff person as well as each specially funded aide participating in the program. These data along with information submitted on the Application for Summer School Approval-Part I will be reviewed to determine the status of the district's state-funded summer school program. Please refer to the Application for Summer School Approval submitted to the Department of Elementary and Secondary Education on June 1 when completing this screen.

```
SCREEN    :  24                      CORE DATA SYSTEM                      03/18/00
VERSION   :  12.0        SUMMER SCHOOL COURSES AND ENROLLMENT               12:10 pm
                                                                 ADDL PROGRAMS:  N
SCHOOL YEAR:  ....-..   DIST CD/NM:  ... -...  ..............................

SCHOOL NO/NAME: ....  ........................                    TOT CRD ____

LINE
NO EDUCATOR SSN INITIAL/LAST NAME    PO COURSE NO./NAME     T GR ENR HRS  CRDT
... ...-..-.... . ................... .. ...... ............ . .. ... .... ....
... ...-..-.... . ................... .. ...... ............ . .. ... .... ....
... ...-..-.... . ................... .. ...... ............ . .. ... .... ....
... ...-..-.... . ................... .. ...... ............ . .. ... .... ....
... ...-..-.... . ................... .. ...... ............ . .. ... .... ....
... ...-..-.... . ................... .. ...... ............ . .. ... .... ....
... ...-..-.... . ................... .. ...... ............ . .. ... .... ....
... ...-..-.... . ................... .. ...... ............ . .. ... .... ....
... ...-..-.... . ................... .. ...... ............ . .. ... .... ....
... ...-..-.... . ................... .. ...... ............ . .. ... .... ....
... ...-..-.... . ................... .. ...... ............ . .. ... .... ....
... ...-..-.... . ................... .. ...... ............ . .. ... .... ....

F1 -HELP     F2 -BROWSE  F3 -EXIT                          SHFT-F4 -DELETE
F7 -BKWD     F8 -FRWD        F9 -ITEM BROWSE
                        LAST ACTION: 4/29/98

Press F-3 to Exit, F-2 to Scroll or Enter for new Building/Grade.
```

ITEM DEFINITIONS – SUMMER SCHOOL COURSES AND ENROLLMENT (Screen 24)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CD/NM - Item is displayed from District Data screen (02).

SCHOOL NO/NAME - 4-digit number of attendance center where instruction is given for this program. Name is displayed from Attendance Center Data screen (08).

TOT CRD - Total number of credits for this summer school program. Item is calculated and displayed.
LINE NO. - System generated line number.

EDUCATOR SSN - Social Security number of educator. If an educator has multiple assignments, each assignment should be listed on a separate line in consecutive order. Group each educator's assignments together.

INITIAL/LAST NAME - First initial and last name of educator, specially funded aide or special education ancillary personnel.

POS - Position code of educator's assignment (see Exhibit 3).

COURSE NO./NAME - Course code that identifies assignment (see Exhibit 10). Every assignment must be identified by a course code except kindergarten and elementary classes in self-contained classrooms. Course name is system displayed.

T - Type of class to be identified as A - academic/regular, R - remedial, or E - exploratory.

GR - Grade level at which curriculum is designed to be taught (see Exhibit 12).

ENR - Enrollment - number of students served in each assignment.

HRS - Total hours the class will meet during the full duration of the summer school program (normally 60 to 120 clock hours).

CRDT - Units of high school credit granted for assignment (complete for grades 9-12 only). Enter the units of credit in decimal form, i.e., 0.25, 0.50, 1.00.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F2-BROWSE - Displays list of district summer school programs.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F7-BKWD - Scrolls the screen backward.

F8-FRWD - Scrolls the screen forward.

F9-ITEM BROWSE - Displays list of acceptable values for current item.

SHIFT-F4-DELETE - Deletes the teacher/assignment line where the cursor is located.

VOCATIONAL EDUCATION FOLLOW-UP
(Screen 26)

February Cycle

The Vocational Education Follow-Up screen is used to report follow-up data by selected categories on students graduating from vocational programs, including disabled and disadvantaged students in those programs. Data are displayed for each vocational education program/class identifying the teacher's Social Security number and name, Classification of Instructional Program (CIP) code, and estimated graduates reported the previous year.

Follow-up data is reported on previous year's graduates based on the status of the graduate 180 days following exit from vocational training. *Each graduate should be reported in only one vocational education program area.* If the graduate is employed and continuing education, use the following guidelines:

- A graduate attending school (full- or part-time) and employed (full- or part-time) in a field for which they were trained, should be reported as "employed related" (EMP REL).
- A graduate attending school (full- or part-time) in a field for which they were trained, but not employed in a field for which they were trained should be reported as "continuing education related" (CED REL).
- A graduate attending school (full- or part-time) in a field for which they were not trained, but employed (full- or part-time) in a field for which they were trained should be reported as "employed related" (EMP REL).

```
SCREEN  : 26                        CORE DATA SYSTEM                        06/19/00
VERSION : 12.0                VOCATIONAL EDUCATION FOLLOW-UP                 3:48 pm

SCHOOL YEAR: ....-..  DIST CODE/NAME: ...-...  ..............................
SCHOOL NO/NAME: ....  ..............................
EDUCATOR SSN/NAME: ...-..-....  ..............................

CIP CODE                      EST ACT EMP EMP CED CED NOT NAV STS MIL MIL      MSIP
  TITLE    PJS PRG TYP  LNE   GRD GRD REL N-R REL N-R EMP PLC UNK REL N-R TTL PLC
.........  ..  ..  ..  ...  ... ... ... ... ... ... ... ... ... ... ... ... ...
.........        DISABLED (IEP) ... ... ... ... ... ... ... ... ... ... ... ...
                 DISADVANTAGED  ... ... ... ... ... ... ... ... ... ... ... ...
.........  ..  ..  ..  ...  ... ... ... ... ... ... ... ... ... ... ... ... ...
.........        DISABLED (IEP) ... ... ... ... ... ... ... ... ... ... ... ...
                 DISADVANTAGED  ... ... ... ... ... ... ... ... ... ... ... ...
.........  ..  ..  ..  ...  ... ... ... ... ... ... ... ... ... ... ... ... ...
.........        DISABLED (IEP) ... ... ... ... ... ... ... ... ... ... ... ...
                 DISADVANTAGED  ... ... ... ... ... ... ... ... ... ... ... ...
.........  ..  ..  ..  ...  ... ... ... ... ... ... ... ... ... ... ... ... ...
.........        DISABLED (IEP) ... ... ... ... ... ... ... ... ... ... ... ...
                 DISADVANTAGED  ... ... ... ... ... ... ... ... ... ... ... ...
F1 -HELP  F2 -BROWSE   F3 -EXIT                          SHFT-F4 -DELETE
F7 -BKWD  F8 -FRWD  F9 -ITEM BROWSE
                              LAST ACTION:
```

ITEM DEFINITIONS - VOCATIONAL EDUCATION FOLLOW-UP (Screen 26)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

SCHOOL NO/NAME - 4-digit school number and name of attendance center are displayed from Attendance Center screen (08).

EDUCATOR SSN/NAME - Items are displayed from previous year's Educator Data screen (18).

CIP CODE/TITLE - Items are displayed from previous year's Course and Assignment Data screen (20V), Course Code/Name fields which have been converted to CIP Codes for follow-up reporting.

POS - Position Code of educator's assignment displayed from previous year's Educator Data screen (18).

PRG - Vocational Program Code displayed from previous year's Educator Data screen (18).

TYP - Vocational Program Type displayed from previous year's Educator Data screen (18).

LNE - Unique line number assigned to vocational position displayed from previous year's Educator Data screen (18).

EST GRD - Number of potential graduates (seniors) enrolled in the vocational education assignment. Item is displayed from previous year's Course and Assignment Data screen (20V).

ACT GRD - Actual Graduates. Number of students (seniors) enrolled in the vocational education class/program who graduated from high school. (Students who are continuing their high school education should be included in the follow-up report after graduation from high school.)

EMP REL - Employed Related. Number of graduates who are employed full-time in the field or a closely related field to the vocational training received.

EMP N-R - Employed Not Related. Number of graduates who are employed in an occupation not related to the vocational training received.

CED REL - Continuing Education Related. Number of graduates known to be unavailable for placement and unemployed because of continuing their education (full- or part-time) in a field related to the vocational training received.

CED N-R - Continuing Education Not Related. Number of graduates known to be unavailable for placement and unemployed because of continuing their education (full- or part-time) in a field not related to the vocational training received.

NOT EMP - Not Employed. Number of graduates who are available for employment, unemployed, and who have been seeking employment within the four weeks prior to submitting this report. (Do not report graduates who are continuing their education, full- or part-time.)

NAV PLC - Not Available for Placement. Number of graduates unavailable for placement (e.g., illness, death or choice).

STS UNK - Status Unknown. Number of graduates who cannot be located.

MIL REL - Military Related. Number of graduates who have entered the military in a field related to the vocational training received.

MIL N-R - Military Not Related. Number of graduates who have entered the military in a field not related to the vocational training received.

TTL - Total number of graduates for which follow-up data was reported for this CIP Code. Item is system calculated and displayed.

MSIP PLC - Missouri School Improvement Program Vocational Placement. Number used by MSIP as one of the indicators in the Performance Area. Item is system calculated and displayed by totaling the numbers reported under Employed Related, Continuing Education Related, Continuing Education Not Related, Military Related, and Military Not Related.

DISABLED (IEP) - Number of "disabled" graduates reported in each of the categories defined above. See Exhibit 23, Vocational Handicapped and Disadvantaged Students, for information on identifying disabled students.

DISADVANTAGED - Number of "disadvantaged" graduates reported in each of the categories defined above. See Exhibit 23, Vocational Handicapped and Disadvantaged Students, for information on identifying disadvantaged students.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F2-BROWSE - Displays list of vocational educators currently entered. Use cursor movement keys and enter key to select educator to update.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F7-BKWD - Scrolls the screen backward.

F8-FRWD - Scrolls the screen forward.

F9-ITEM BROWSE - Displays list of acceptable values for current item.

SHFT-F4-DELETE - Deletes the information currently displayed.

VOCATIONAL EDUCATION FOLLOW-UP - SENDING DISTRICT
(Screen 27)

< February Cycle

The Vocational Education Follow-Up - Sending District screen is used by districts operating vocational programs which serve students from other school districts. Follow-up data on those students are reported the February after they graduate from their home districts. The data are identified by the graduate's home district (sending district) and reported by selected categories, including disabled and disadvantaged students in those programs.

Follow-up data is reported on previous year's graduates based on the status of the graduate 180 days following exit from vocational training. *Each graduate should be reported in only one vocational education program area.* If the graduate is employed and continuing education, use the following guidelines:

- A graduate attending school (full- or part-time) and employed (full- or part-time) in a field for which they were trained, should be reported as "employed related" (EMP REL).
- A graduate attending school (full- or part-time) in a field for which they were trained, but not employed in a field for which they were trained should be reported as "continuing education related" (CED REL).
- A graduate attending school (full- or part-time) in a field for which they were not trained, but employed (full- or part-time) in a field for which they were trained should be reported as "employed related" (EMP REL).

```
SCREEN  : 27                        CORE DATA SYSTEM                        01/19/00
VERSION : 12.0   VOCATIONAL EDUCATION FOLLOW-UP - SENDING DISTRICT           3:48 pm

SCHOOL YEAR: ....-..  DIST CODE/NAME: ...-...  ..............................
SCHOOL NO/NAME: ....  ..................................
SENDING DIST CODE/NAME: ...-....  ...........................................
SENDING SCHOOL NO/NAME: ....  ..................................
                                ACT EMP EMP CED CED NOT NAV STS MIL MIL      MSIP
CIP CODE   ABBREV               GRD REL N-R REL N-R EMP PLC UNK REL N-R TTL  PLC
......... ..................    ... ... ... ... ... ... ... ... ... ... ...  ...
                DISABLED (IEP) ... ... ... ... ... ... ... ... ... ... ...  ...
                DISADVANTAGED  ... ... ... ... ... ... ... ... ... ... ...  ...
......... ..................    ... ... ... ... ... ... ... ... ... ... ...  ...
                DISABLED (IEP) ... ... ... ... ... ... ... ... ... ... ...  ...
                DISADVANTAGED  ... ... ... ... ... ... ... ... ... ... ...  ...
......... ..................    ... ... ... ... ... ... ... ... ... ... ...  ...
                DISABLED (IEP) ... ... ... ... ... ... ... ... ... ... ...  ...
                DISADVANTAGED  ... ... ... ... ... ... ... ... ... ... ...  ...
......... ..................    ... ... ... ... ... ... ... ... ... ... ...  ...
                DISABLED (IEP) ... ... ... ... ... ... ... ... ... ... ...  ...
                DISADVANTAGED  ... ... ... ... ... ... ... ... ... ... ...  ...
F1 -HELP  F2 -BROWSE   F3 -EXIT                          SHFT-F4 -DELETE
F7 -BKWD  F8 -FRWD  F9 -ITEM BROWSE
                                LAST ACTION:
```

ITEM DEFINITIONS – VOCATIONAL EDUCATION FOLLOW-UP - SENDING SCHOOL (Screen 27)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

SCHOOL NO/NAME - 4-digit school number. Name of attendance center is displayed from Attendance Center screen (08).

SENDING DIST CODE/NAME - 6-digit county-district number of the sending school district. Name displayed by system.

SENDING SCHOOL NO/NAME - 4-digit school number of sending attendance center. Name displayed by system.

CIP CODE/ABBREV - 6-digit CIP Code. Abbreviation is displayed by system.

ACT GRD - Actual Graduates. Number of graduates who have been enrolled in an approved vocational education class/program while in high school. (Students who are continuing their high school education should be included in the follow-up report after their graduation from high school.)

EMP REL - Employed Related. Number of graduates who are employed full-time in the field or a closely related field to the vocational training received.

EMP N-R - Employed Not Related. Number of graduates who are employed in an occupation not related to the vocational training received.

CED REL - Continuing Education Related. Number of graduates known to be unavailable for placement and unemployed because of continuing their education (full- or part-time) in a field related to the vocational training received.

CED N-R - Continuing Education Not Related. Number of graduates known to be unavailable for placement and unemployed because of continuing their education (full- or part-time) in a field not related to the vocational training received.

NOT EMP - Not Employed. Number of graduates who are available for employment, unemployed, and who have been seeking employment within the four weeks prior to submitting this report. (Do not report graduates who are continuing their education, full- or part-time.)

NAV PLC - Not Available for Placement. Number of graduates unavailable for placement (e.g., illness, death or choice).

STS UNK - Status Unknown. Number of graduates who cannot be located.

MIL REL - Military Related. Number of graduates who have entered the military in a field related to the vocational training received.

MIL N-R - Military Not Related. Number of graduates who have entered the military in a field not related to the vocational training received.

TTL - Total number of graduates for which follow-up data was reported for this CIP Code. Item is system calculated and displayed.

MSIP PLC - Missouri School Improvement Program Vocational Placement. Number used by MSIP as one of the indicators in the Performance Area. Item is system calculated and displayed by totaling the numbers reported under Employed Related, Continuing Education Related, Continuing Education Not Related, Military Related, and Military Not Related.

DISABLED (IEP) - Number of "disabled" graduates reported in each of the categories defined above. See Exhibit 23, Vocational Handicapped and Disadvantaged Students, for information on identifying disabled graduates.

DISADVANTAGED - Number of "disadvantaged" graduates reported in each of the categories defined above. See Exhibit 23, Vocational Handicapped and Disadvantaged Students, for information on identifying disadvantaged graduates.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F2-BROWSE - Displays list of sending schools currently entered. Used cursor movement keys and enter key to select sending school to update.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F7-BKWD - Scrolls the screen backward.

F8-FRWD - Scrolls the screen forward.

F9-ITEM BROWSE - Displays list of acceptable values for current item.

SHFT-F4-DELETE - Deletes the information currently displayed.

FINAL ERROR CHECKING

Choosing option 2 on the Core Data - Main Menu screen causes the following screen, Final Error Checking, to appear.

```
                DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCREEN    : M.2.2                CORE DATA SYSTEM                      07/01/00
VERSION   : 12.0     FINAL ERROR CHECKING - AUGUST CYCLE MENU          08 00 am


                          1. ALL EDITS
                          2. DISTRICT                SCREEN 02
                          3. CONTACT PERSONNEL       SCREEN 03
                          4. SCHOOL DIRECTORY        SCREEN 04
                          5. TAX DATA                SCREEN 06
                          6. ATTENDANCE CENTER       SCREEN 08
                          7. SCHOOL CALENDAR         SCREEN 10
                          8. SUMMER SCHOOL DATA      SCREEN 16
                          9. CROSS CHECK
                         10. RETURN TO CORE DATA - MAIN MENU


                                ENTER SELECTION:  1

Make Your Menu Selection
```

This screen provides options to check the data for errors or incomplete items. Type the number corresponding to the appropriate screen and press the enter key to verify the data before creating the data diskette for DESE. If any errors are found, they will be listed. Although "warnings" may be ignored if they are not valid, other error messages should be resolved before a data diskette is created. Type **10** and press the enter key to return to the Core Data - Main Menu screen.

CREATE DATA TRANSFER FILE

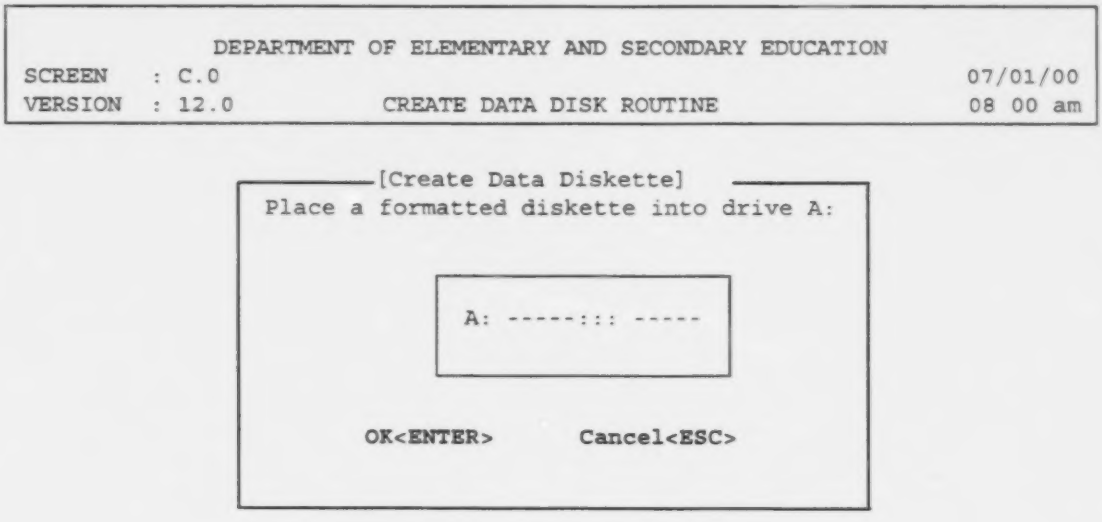
Choosing option 3 on the Core Data - Main Menu screen causes the following screen, Create Data Transfer File, to appear.

```
                DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCREEN    : M.3                                                    07/01/00
VERSION   : 12.0   CREATE DATA TRANSFER FILE - AUGUST CYCLE         08 00 am

1.  CREATE DATA DISKETTE

    This option will check for errors and create a file to send to DESE on
    diskette.  You will be prompted to place a formatted diskette in drive
    A to receive the file.  (If this is not the correct drive, use the
    SETUP option on the MAIN MENU and the DISK SETUP option on the SETUP
    MENU to correct the drive identifier.)

 2. CREATE FTP TRANSFER FILE

    This option will check for errors and create a file to send to DESE
    electronically.  You will need to use your separate Internet program to
    send the file, CDXXXXXX.01A, being created in the DESECD\FTP directory.

                                ENTER Selection:  0

Press ESC to return to the menu.
```

After choosing either option 1 or option 2, the computer first checks for errors. Instructions are then displayed to prepare the printer and print the list of errors. A message next appears which allows verification that the printer is ready to print the Certification Statement.

CERTIFICATION STATEMENT: Under the provisions of Section 163.081, RSMo, all necessary data for calculating the amounts of state support are to be reported to the Department of Elementary and Secondary Education by July 15, and the report is to be sworn to before a notary public or the county clerk. A copy of the Certification Statement form printed during the above-described process for the June cycle is shown on page 119. The Department will not be able to accept for approval the data submitted for calculating the amounts of state support unless all signatures are affixed on the Certification Statement and it is notarized. (A similar statement (page 120) but <u>not</u> requiring board officials' signatures or notarization is printed for the August, October, December and February cycles.)

If option 1 is chosen, the following screen is displayed which instructs you to insert the data diskette which is to be returned to DESE.



Insert a blank formatted diskette into the drive indicated and press the enter key. A warning message indicating that any previous backup files on the diskette will be erased is displayed. Press the enter key again to continue. If more than one diskette is needed, instructions to insert the next diskette are displayed. When all data have been transferred, the Core Data - Main Menu screen is displayed. The diskette should be labeled with the name of the district and the county-district code.

If option 2 is chosen, the transfer file is created and the computer returns to the Main Menu.

CERTIFICATION STATEMENT

WE, THE UNDERSIGNED, HEREBY SUBMIT THE DISKETTE(S) CONTAINING STATE AID DATA AND CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF AND DONE BY ORDER OF THE BOARD OF EDUCATION.

DISTRICT NAME	DISTRICT CODE

SIGNATURE (SUPERINTENDENT OF SCHOOLS)

SIGNATURE (PRESIDENT, BOARD OF EDUCATION)

SIGNATURE (SECRETARY, BOARD OF EDUCATION)

SUBSCRIBED AND SWORN TO BEFORE ME ON

(MONTH) _____

(DAY) _____, 20_____.

SIGNATURE (COUNTY CLERK OR NOTARY PUBLIC)

AFFIX NOTARY SEAL HERE

INSTRUCTIONS:

The Department of Elementary and Secondary Education will accept your data on the June Cycle Core Data Diskette(s) when all signatures are affixed on this certification and it has been notarized.

Mail with the diskette(s).

CERTIFICATION STATEMENT	
I, THE UNDERSIGNED, HEREBY SUBMIT THE DISKETTE(S) CONTAINING CORE DATA AND CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.	
DISTRICT NAME	DISTRICT CODE
SIGNATURE (SUPERINTENDENT OF SCHOOLS)	DATE
INSTRUCTIONS: The Department of Elementary and Secondary Education will accept your data on the Core Data Diskette(s) when the signature is affixed on this certification. Mail with the diskette(s).	

PRINT REPORTS

Choosing option 4 on the Core Data - Main Menu screen causes the following screen, Core Data Reports, to appear.

```
                DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCREEN    : M.4                                                    07/01/00
VERSION   : 12.0                CORE DATA REPORTS                  08 00 am


                                1. SCREEN PRINTS
                                2. BUILDING SUMMARIES
                                3. DISTRICT SUMMARIES
                                4. VARIOUS REPORTS

                                Please Enter Your Selection:  0
    ESC -EXIT
```

Selecting option 1 causes the following screen to appear, which provides a list of reports for each of the data entry screens. Press F8 on this screen to see a list of additional reports available on Core Data.

```
                DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCREEN    : M.4.1                                                  07/01/00
VERSION   : 12.0                  SCREEN PRINTS                  08 00 am


      1.  DISTRICT DATA (2)
      2.  DISTRICT CONTACT PERSONNEL (3)
      3.  DISTRICT SCHOOL DIRECTORY DATA (4)
      4.  VOCATIONAL LIMITED ENGLISH PROFICIENT STUDENT COUNT (5)
      5.  DISTRICT TAX DATA (6/6A)
      6.  LIBRARY MEDIA CENTER (7)
      7.  ATTENDANCE CENTER DATA (8)
      8.  FOLLOW-UP ON PREVIOUS YEAR'S GRADUATES (8)
     10.  CALENDAR HEADER / DETAIL DATA (10/10A)
     11.  SPECIAL EDUCATION PLACEMENT CATEGORIES (11)
     12.  SPECIAL EDUCATION EXITERS CATEGORIES (12)
     13.  CURRICULUM ADOPTION PLAN (13)
     14.  ATTENDANCE, GRADUATES, TRANSFERS AND DROPOUTS (14/14A)
     15.  ENROLLMENT, MEMBERSHIP AND SUMMER SCHOOL (16)

                          Please Enter Your Selection : 0
ESC -EXIT       F8 -ADDITIONAL REPORTS
```

Press F8 on this screen to see a list of additional reports available on Core Data.

Core Data Reports menu, option 2 causes the following screen to appear, which provides a list of reports summarized for each building.

```
                DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCREEN    : M.4.2                                                  07/01/00
VERSION   : 12.0              SUMMARIZED BY BUILDING               08:00 am

                        1. LIBRARY MEDIA (7)
                        2. ATTENDANCE HOURS (14)
                        3. GRADUATES, TRANSFERS AND DROPOUTS (14)
                        4. ENROLLMENT (16)
                        5. MEMBERSHIP (16)
                        6. SUMMER SCHOOL (16)

                      Please Enter Your Selection :  0
ESC - EXIT
```

Core Data Reports menu, option 3 causes the following screen to appear, which provides a list of reports summarized for the district, by grade.

```
                DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCREEN    : M.4.3                                                  7/01/00
VERSION   : 12.0              SUMMARIZED BY DISTRICT               08:00 am

                        1.  FOLLOW-UP ON PREVIOUS YEARS GRADUATES (8)
                        2.  ATTENDANCE HOURS (14)
                        3.  GRADUATES, TRANSFERS AND DROPOUTS (14)
                        4.  ENROLLMENT (16)
                        5.  MEMBERSHIP (16)
                        6.  SUMMER SCHOOL (16)
                        7.  ELIGIBLE PUPILS BY GRADE (14/16)
                        8.  ELIGIBLE PUPILS BY SCHOOL (14/16)
                        9.  EARLY CHILDHOOD SPECIAL EDUCATION (11)
                        10. SPECIAL ED CENSUS BY AGE AND DISABILITY (11)
                        11. SPECIAL ED CENSUS BY PLACEMENT
                        12. SPECIAL ED CENSUS BY EXITER

                      Please Enter Your Selection : 0
ESC - EXIT
```

Core Data Reports menu, option 4 causes the following screen to appear, which provides a list of various other reports available on Core Data.

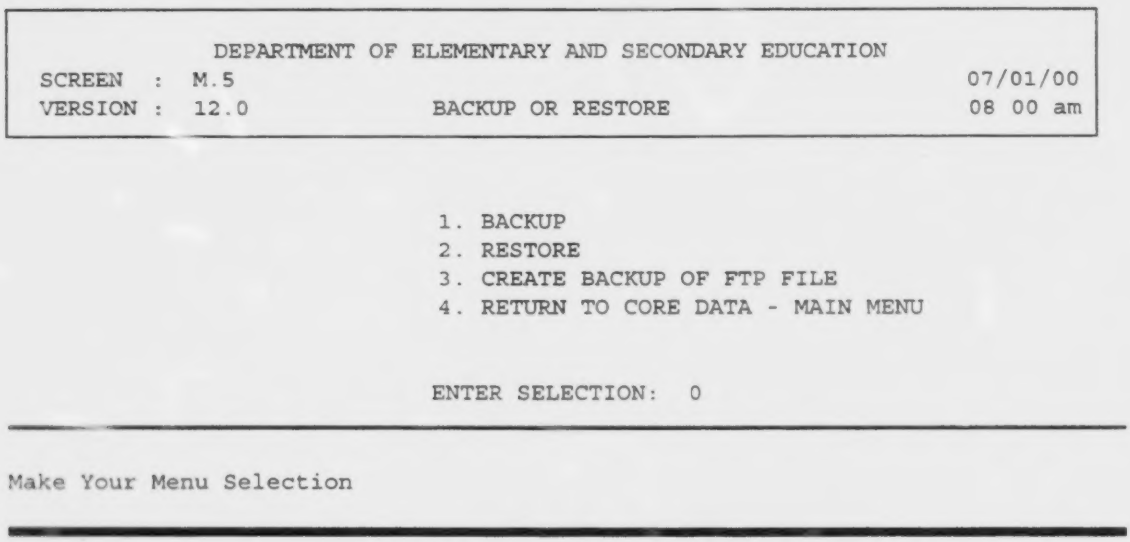
```
                DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCREEN    : M.4.4                                                  7/01/00
VERSION   : 12.0                VARIOUS REPORTS                    08:00 am

     1. EDUCATOR YEARS OF EXPERIENCE BY ALPHABETICALLY
     2. YEARS OF EXPERIENCE BY POSITION CODE
     3. YEARS OF EXPERIENCE BY SCHOOL / POSITION CODE
     4. YEARS OF EXPERIENCE BY SCHOOL / HIGHEST DEGREE
     5. EDUCATOR SALARY INFORMATION BY ALPHABETICALLY
     6. TEACHER CERTIFICATES
     7. EDUCATOR SALARY AND FTE BY POSITION CODE
     8. EDUCATOR LIST BY MISSOURI SCHOOL EXPERIENCE
     9. EDUCATOR LIST BY PUBLIC SCHOOL EXPERIENCE
    10. EDUCATOR LIST BY DISTRICT EXPERIENCE
    11. EDUCATOR LIST BY HIGHEST DEGREE
    12. EDUCATOR LIST BY SEX
    13. EDUCATOR LIST BY RACE BY SEX INFORMATION
    14. EDUCATOR LIST BY CAREER LADDER

          Please Enter Your Selection :  0

ESC - EXIT
```

The option of printing all or only selected attendance centers is available for most reports. After printing any of the reports, press F3 to return to the Core Data - Main Menu screen.

The printing of the reports has been designed for a standard printer. If the reports do not print correctly on your printer, the correct printer may be specified by choosing option 6, "Setup," on the Core Data - Main Menu and then option 3, "Printer Setup," (see page 128).

BACKUP OR RESTORE

Choosing option 5 on the Core Data - Main Menu screen causes the following screen, Backup or Restore, to appear.



This screen provides an option (1. Backup) to create a backup copy of the data which can be used to replace the data on the computer if it becomes damaged or otherwise inaccessible. This option should be used whenever a substantial number of changes have been made to the data. After choosing the "Backup" option, the computer displays instructions to insert a formatted diskette in the appropriate drive. If more than one diskette is required, instructions are displayed for each additional diskette. After the data have been backed up, the Backup or Restore menu is displayed.

If damage has occurred to the data on the computer, option 2, "Restore Data," allows a backup copy of the data to be placed back on the computer. Messages are displayed on the computer instructing to insert backup diskette number 1. If more than one backup diskette was required, instructions are displayed for each additional diskette. After the restore process is completed, the Restore menu screen is displayed.

Option 3, "Create Backup of FTP File," creates a backup copy of the file used to submit data via the Internet. After choosing this option, the computer displays instructions to insert a formatted diskette in the appropriate drive. If more than one diskette is required, instructions are displayed for each additional diskette. After the data have been backed up, the Backup or Restore menu is displayed.

Type 4 and press the enter key to return to the Core Data - Main Menu screen.

SETUP

Choosing option 6 on the Core Data - Main Menu screen causes the following screen, Setup, to appear. This screen provides options to correct the system date and time, the disk drive locations or the type of printer selected.

```
                DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCREEN    : M.6                                                    07/01/00
VERSION   : 12.0                      SETUP                        08 00 am


                          1. DATE and TIME SETUP
                          2. DISK SETUP
                          3. PRINTER SETUP
                          4. LOAD DATA FROM FTP TRANSFER
                          5. RETURN TO CORE DATA - MAIN MENU


                               ENTER SELECTION:  0

Make Your Menu Selection
```

Option 1, "Date and Time Setup," displays the following screen which allows correction of the date, time, Core Data cycle, and school year.

```
                DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 SCREEN    : M.6.1                                                  07/01/00
VERSION    : 12.0                DATE AND TIME SETUP              08:00 am


                Please correct the Date, Time and School Year.

                Enter Date:     07/01/00

                Enter Time:     08:00:01

                Enter Cycle:    A

                Enter School Year to work with:  2000 - 01

Please correct the Date, Time and School Year.
```

Setup menu, option 2, "Disk Setup," displays the following screen which allows correction of information about the diskette and the hard drive.

```
                DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCREEN    : M.6.2                                                  07/01/00
VERSION   : 12.0                    DISK SETUP                     08 00 am

          Please answer the following questions:

          What is the diskette drive identifier  :      A
               (Example: A or B)

          What type (size) is this disk  :              3
               (3 = 3 1/2     5 = 5 1/4)

          What is the hard drive identifier :           C
               (Example: C)

 Please answer the questions for Disk Setup.
```

Setup menu, option 3, "Printer Setup," allows selection of a different printer. If reports do not print correctly on your printer, a different printer may be specified by the following steps. Select item 3, press the enter key. Arrow across to **Configuration**, and press the enter key twice. Arrow to **Printer**; press the enter key. Printer assigned to Printer 1 is displayed. Press enter and a window listing many printer options is displayed. Arrow up or down to select your type of printer. When it is highlighted, press the enter key. Then arrow across to **Quit**, and press enter. Press the escape key. Arrow across to **Save**, and press enter. The required settings for the printer specified have now been saved for use in printing reports. Arrow to **Quit**; press enter. Then arrow to **Exit** and press enter to return to the Core Data - Main Menu screen.

Setup menu, option 4, "Load Data from FTP Transfer," loads data transferred via the Internet into the correct locations for use by the Core Data program. (The transfer file must have previously been placed in the C:\DESECD\FTP directory to be loaded properly using this option.)

After corrections have been completed, the Setup menu screen is displayed. Type **5** and press the enter key to return to the Core Data - Main Menu screen.

RECREATE INDEXES

Choosing option 7 on the Core Data - Main Menu screen causes the following screen, Recreate Indexes, to appear.

```
                DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCREEN    : M.7                                                  07/01/00
VERSION   : 12.0            RECREATION OF INDEXES                08 00 am


                        BUILDING DISTRICT INDEXES ...

NOTE:  Depending on the size of your district and the speed of your
machine, this process may run for a while.  Please do not turn off
your computer until this process is done or data corruption may result.

Please be patient.  This might take a while.
```

This screen is displayed while the computer attempts to repair damaged data. The computer automatically returns to the Core Data - Main Menu screen after recreating indexes.

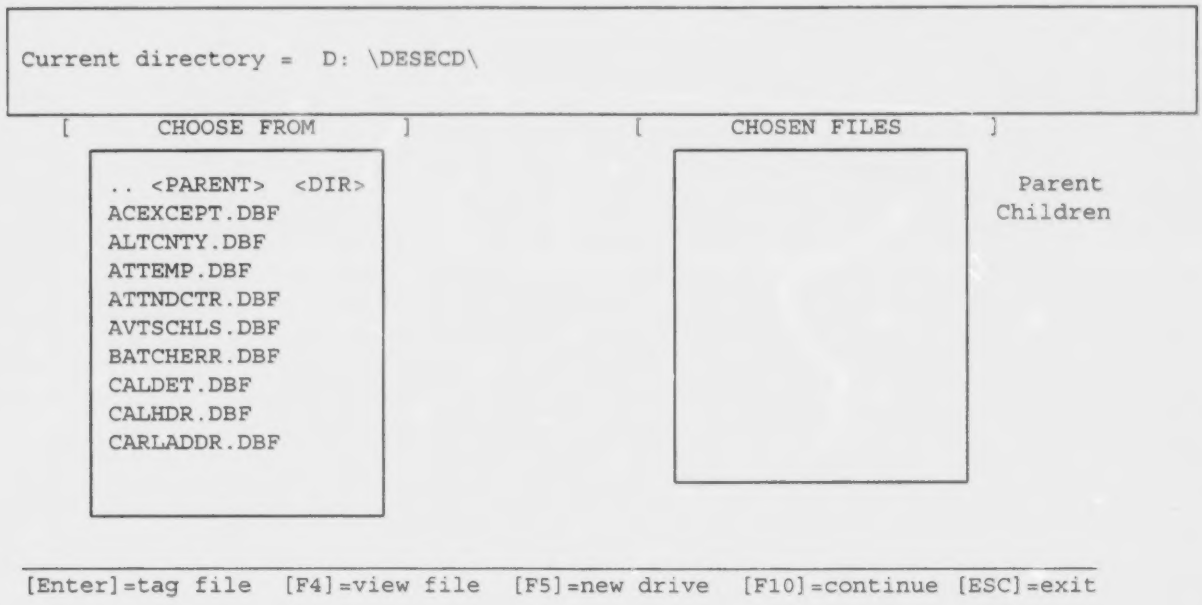
QUERY CORE DATA INFORMATION

Choosing option 8 on the Core Data - Main Menu screen provides access to a simple file query program which allows listing data on the screen or to a printer. Queries may be done on a single file or by linking multiple files together using parent and children files.

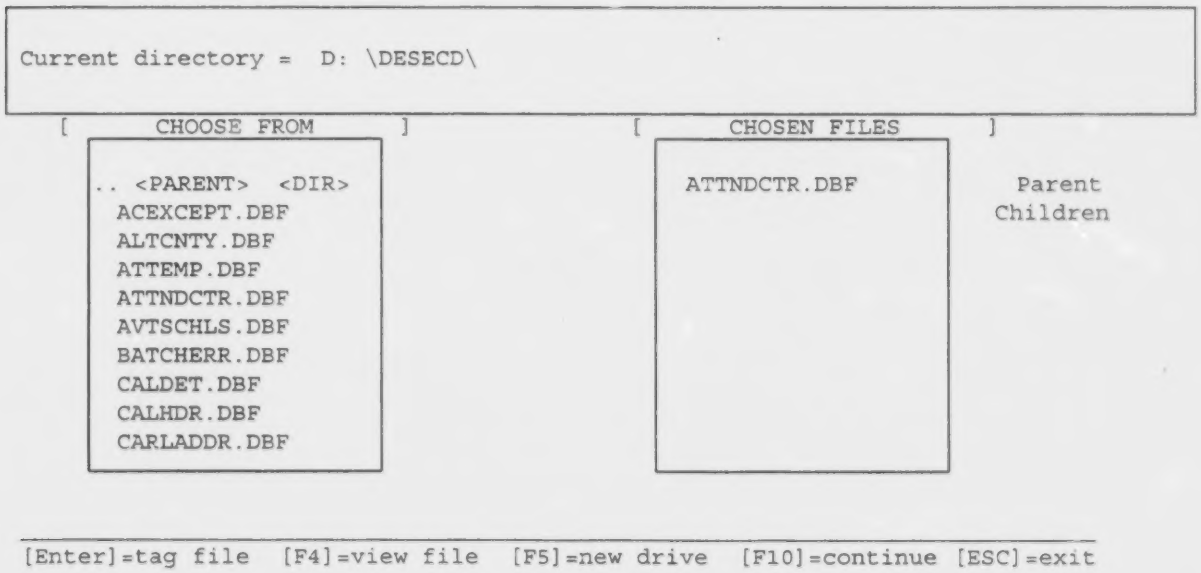
The files listed below can be queried to determine their contents by following the instructions in subsequent paragraphs:

Files	Contents
ATTNDCTR.DBF	Attendance Center data from Screen 8
CALDET.DBF	Calendar Detail data from Screen 10A
CALHDR.DBF	Calendar Header data from Screen 10
CRSASSGN.DBF	Course and Assignment data from Screens 20V and 20NV
DISTRICT.DBF	District data from Screen 2
EDSCHOOL.DBF	Educator school data from the lower half of Screen 18
EDUCATOR.DBF	Educator indicative data from the top half of Screen 18
GRADELVL.DBF	Grade level enrollment, attendance and membership data from Screen 14 and Screen 16
SCHLDIR.DBF	School Directory data from Screen 4
SECONDHC.DBF	Secondary head counts of graduates, transfers and dropouts from Screen 16
SENDSCHL.DBF	Sending School data from Screen 22

To develop a query, choose option 8 from the Core Data - Main Menu screen. The following screen appears:



The bottom line of the screen identifies function keys used by the query software. Files listed in the "Choose From" column are in alphabetical order. To view remaining files in the subdirectory, use the up and down arrow keys. (Many files in the Core Data System are not data files and are not useful to query.) Use the down arrow key to move to the file to be queried and press the enter key to select the file. The following screen is displayed.



After the file to query is listed in the "Chosen Files" column, press the F10 key to continue. The following screen is displayed.

FILE: ATTNDCTR.DBF

```
     SELECT _____  SORTED BY ____   WHERE _____
```

```
[SELECT]
 (ALL)
acyear
acctydis
aschool
schlname
schladr
schlcity
schlst
schlzip
schlphon
```

```
Select fields to use |  [ESC] = prev level  [F10] = done  [BS] = prev item
```

To display all fields within the selected file, leave the cursor on the word "ALL" and press the F10 key. The following screen is displayed.

FILE: ATTNDCTR.DBF

```
  SELECT ALL SORTED BY _____   WHERE ____
```

```
--[SELECT]-----------
```

```
[SORTED BY]
 (NONE)
 acyear
 acctydis
 aschool
 schlname
 schladr
 schlcity
 schlst
 schlzip
 schlphon
```

```
Select sort order    |  [ESC] = prev level  [F10] = done  [BS] = prev item
```

Leave the cursor on the word "NONE" and press the F10 key to display the data in the order that it is stored in the file. (It is possible to select any field in the file by which to sort the data prior to it being displayed.) After the F10 key is pressed, the following screen is displayed.

FILE: ATTNDCTR.DBF

```
     SELECT ALL WHERE _____
--[SELECT]-------------
---[SORTED BY]-------
----[WHERE]------------

 (ALL)
 acyear
 acctydis
 aschool
 schlname
 schladr
 schlcity
 schlst
 schlzip

[ESC] = prev level  [F10] = done  [BS] = prev item ` = OR  & = AND  '(' ')'
```

Leave the cursor on the "ALL" line and press the F10 key to display the data. To limit what data is displayed, move the cursor to a given field, press the enter key and identify the selection criteria. (Choose the ACSCHOOL field, select a given building number and that will be the only one displayed.) after the F10 key is pressed, the following screen is displayed.

FILE: ATTNDCTR.DBF

ACYEAR	ACCTYDIS	ACSCHOOL	SCHLNAME
198990	113001	1050	WORTH CO. HIGH
198990	113001	4020	WORTH CO. ELEM.
199091	113001	1050	WORTH CO. HIGH
199091	113001	4020	WORTH CO. ELEM.

```
[F3] = keys [F6] = save [F7] = output [F8] = math [F9] = count [F10] = exit
```

These are the data found in the file selected. To display additional fields, use the arrow keys to move the cursor to those fields.

To print the information, press the F7-Output key. After pressing the F7 key, the following information will be displayed.

FILE: ATTNDCTR.DBF

ACYEAR	ACCTYDIS	ACSCHOOL	SCHLNAME
198990	113001	1050	WORTH CO. HIGH
198990	113001	4020	WORTH CO. ELEM.
199091			

```
-[OUTPUT SETTINGS]
Left margin  ..............................8
Page width   ..............................80
Page length  ..............................66
Setup string  ..... ........................
Reset string  ..... ........................
Group by      .....
Total on      .....
Report Header ..... ........................ ..
Col headings  ..... ........................ ..
```

```
Select a print option to modify | Press ESC to cancel, F10 to continue
```

The page width setting determines how many characters from the file will be sent to the printed page. The file may be 250 characters long but if the page width is set to 80, only the first 80 characters will be printed. To add a report header and/or column headings to a printed report, move the cursor to those lines and press the enter key. When the output settings are appropriate for the printed query, press the F10 key to actually send it to the printer. An example of the attendance center query follows:

FILE: ATTNDCTR.DBF

Page 1
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ACYEAR	ACCTYDIS	ACSCHOOL	SCHLNAME
198990	113001	1050	WORTH CO. HIGH
198990	113001	4020	WORTH CO. ELEM.
199091	113001	1050	WORTH CO. HIGH
199091	113001	4020	WORTH CO. ELEM.

Press the F10 key when the query is complete and choose exit the query system. This will return to the Core Data - Main Menu.

UTILITIES MENU

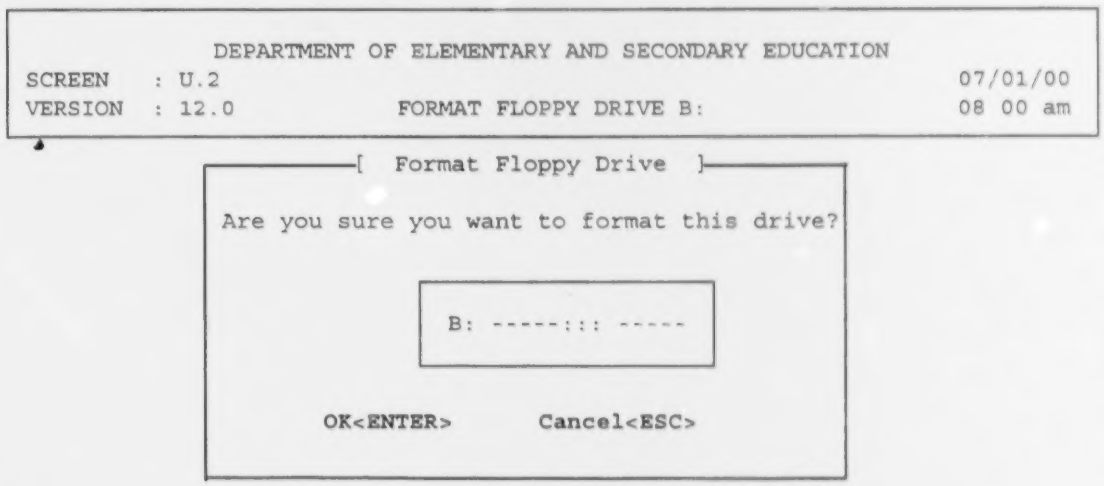
Choosing option 9 on the Core Data - Main Menu screen causes the following screen, Utilities Menu, to appear.

```
                DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCREEN    : U.0                                                    07/01/00
VERSION   : 12.0                  UTILITIES MENU                   08 00 am


                        1. FORMAT DISKETTE IN DRIVE A:
                        2. FORMAT DISKETTE IN DRIVE B:


                       10. RETURN TO MAIN ROUTINE

                            ENTER SELECTION:  1

Make a Menu Selection
```

Option 1, "Format Diskette in Drive A:," displays the following screen which allows formatting of a diskette in drive A:.

```
                DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCREEN    : U.2                                                    07/01/00
VERSION   : 12.0                FORMAT FLOPPY DRIVE A:           08 00 pm


                          [  Format Floppy Drive  ]
                  Are you sure you want to format this drive?

                              A: -------:: -----

                          OK<ENTER>      Cancel<ESC>

Please place a diskette into drive 'A'.
```

Utilities Menu, option 2, "Format Diskette Drive B:," displays the following screen which allows formatting of a diskette in drive B:.



Please place a diskette into drive 'B'.

After choosing options 1 or 2, the Utilities Menu screen is displayed. Type **10** and press the enter key to return to the Core Data - Main Menu screen.

UPDATES AFTER INITIAL SUBMISSION

Updates refer to corrections that need to be made in the Core Data Collection System after the initial submissions for each cycle have been sent to the Department. Changes occurring during the school year are to be reported in the form of updates to the School Core Data Section. (Course enrollment changes on Screen 20 need not be submitted as updates unless they affect enrollment overload standards or Special Education, Title I or state-reimbursed remedial reading payments.)

To submit a change or correction to the Department, first update the information on the computer. Then print a copy of the updated screen and circle the changes made. Submit this printed copy of the screen with the changes circled to the School Core Data Section along with any necessary written clarification. All updates to data used in state aid calculations must be submitted in writing by the authorized representative.

The last date for the Department to receive updates for the October cycle is the following May 1. For Special Education reimbursement, updates received between the initial data submission and May 1 will be reflected in the next payment to the district. Updates received after May 1 will be reflected in the adjusted payment to the district the following September.

The last date for the Department (School Core Data Section) to receive updates for the June cycle to be reflected in the September payment is August 15. However, updates received after that date will be reflected in later payments.

QUESTIONS AND ANSWERS

1. **Question**: Where do we mail completed diskette(s) or paper updates?

   Answer: Core Data Coordinator
   P.O. Box 480
   Jefferson City, Missouri 65102-0480

2. **Question**: When is the submission due?

   Answer: The August cycle is due August 15.
   The October cycle is due October 1.
   The December cycle is due December 15.
   The February cycle is due February 15.
   The June cycle is due June 30, and if not received by the Department by July 15, the district will receive the September state aid payment one month late.

3. **Question**: Who do we call for data item questions during the August cycle?

   Answer:

Section	Telephone No.	FAX No.	Screens
School Core Data	573 526-5287	573 526-0651	2, 3, 4, 8
School Core Data	573 751-8271	573 526-0651	10, 10A
School Finance	573 751-0357	573 526-6898	6, 6A, 16
Curriculum Services	573 751-2625	573 526-7861	13

4. **Question**: Who do we call for data item questions during the October cycle?

   Answer:

Section	Telephone No.	FAX No.	Screens
School Core Data	573 526-5287	573 526-0651	16
School Finance	573 751-0357	573 526-6898	16
School Core Data	573 751-8271 or 8201	573 526-0651	18, 20, 22
Vocational Finance	573 751-4383	573 526-4261	18
Administration & Accountability Services	573 751-3872	573 526-4261	20V
Special Education	573 751-0623 or 0624	573 526-4404	20

5. **Question**: Who do we call for data item questions during the December cycle?

   Answer:

Section	Telephone No.	FAX No.	Screens
Special Education Program Development	573 751-7848	573 526-5946	11

6. **Question**: Who do we call for data item questions during the February cycle?

Answer:

Section	Telephone No.	FAX No.	Screens
School Core Data	573 526-5287	573 526-0651	8
Special Education Administration	573 751-3561	573 526-4404	15
Federal Financial Management	573 751-4420	573 526-6698	15
School Finance	573 751-0357	573 526-6898	15, 16
Administration & Accountability Services	573 751-3872	573 526-4261	26, 27

7. **Question**: Who do we call for data item questions during the June cycle?

Answer:

Section	Telephone No.	FAX No.	Screens
School Core Data	573 751-8201	573 526-0651	2, 14B, 24
Administration & Accountability Services	573 751-3872	573 526-4261	5
Curriculum Services	573 526-4900	573 526-7861	7, 7A
Federal Programs	573 751-3520	573 751-9434	9
School Core Data	573 751-8271	573 526-0651	10, 10A
Special Education Program Development	573 751-7848	573 526-5946	12
School Finance	573 751-0357	573 526-6898	14, 14A
School Core Data	573 526-5287	573 526-0651	14
Curriculum Services	573 751-0448	573 526-7861	17

8. **Question**: Who do we call for computer program questions?

Answer: Core Data Section — Telephone No.: 573 751-9060 or 751-8297
FAX No.: 573 526-061

9. **Question**: How do we update data after initial submission?

Answer: Refer to the "Updates after Initial Submission" section (page 139) in this manual.

10. **Question**: Can we contact Core Data for assistance through the Internet?

Answer: Yes, the e-mail address for those districts connected to the Internet who have questions about Core Data is CORETECH@MAIL.DESE.STATE.MO.US.

In addition, a Web page is available on which solutions to problems identified in the Core Data Program are outlined. As new problems and solutions are identified, they will be added to this page. The address for the Web page is:

http://www.dese.state.mo.us/divschsvc/coredata/solutions.html

EXHIBITS

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TECHNICAL INFORMATION

The Core Data Collection System minimum hardware requirements consist of an IBM-compatible microcomputer with:

1. A 3 1/2-inch diskette drive
2. 640 K of random access memory (RAM) of which 550 K must be free for use by the programs
3. A hard disk drive with at least 7 megabytes of storage space free
4. An Epson-compatible printer

Due to the number of data files used, the following statements, or ones with higher value, must be included in the CONFIG.SYS file:

FILES = 100
BUFFERS = 20

If problems are encountered with only some update screens, verify that the CONFIG.SYS file contains the appropriate statements.

Other CONFIG.SYS statements that may enhance the performance of your computer are:

```
DEVICE=C:\WINDOWS\HIMEM.SYS/TESTMEM:OFF
DEVICE=C:\WINDOWS\EMM386.EXE NOEMS
DOS=HIGH,UMB
```

If the computer has 640 K or more of memory but still exhibits memory related problems due to other special hardware (network adapter, mouse, etc.) installed, it may be necessary to start the computer without activating these items. The process described below will create a startup diskette which can be placed in the "A" drive prior to starting the computer which will allow all the memory to be used by the Core Data program.

INSTRUCTIONS FOR CREATING CORE DATA STARTUP DISKETTE

Insert blank diskette into Drive A
Type **FORMAT A:/S** (press enter key)
Type **N** (press enter key)

Type **COPY CON: A:CONFIG.SYS** (press enter key)
Type **FILES=100** (press enter key)
Type **BUFFERS=20** (press enter key)
Hold the Control Key and press the letter **Z** (press enter key)
(Should say one file copied)

Type **COPY CON: A:AUTOEXEC.BAT** (press enter key)
Type **SET COMSPEC=C:\COMMAND.COM** (press enter key)
Type **PROMPT PG** (press enter key)
Type **C:** (press enter key)
(Should say one file copied)

RACIAL/ETHNIC CATEGORIES
(Screens 02, 08, 9, 11, 12, 14, 16, 18, and 20)

Racial/ethnic designations, as used by the U.S. Department of Education, Office for Civil Rights, do NOT denote scientific definitions of anthropological origins. **For the purposes of this report, a pupil may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging to. However, no person should be counted in more than one racial/ethnic category**. The manner of collecting the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data.

BLK (B) -- Black (Not of Hispanic Origin): A person having origins in any of the Black racial groups of Africa.

WH (W) -- White (Not of Hispanic Origin): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

HSP (H) -- Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin--regardless of race.

ASN (A) -- Asian (or Pacific Islander): A person having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

IND (I) -- Indian (American Indian or Alaskan Native): A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

POSITION CODE/DESCRIPTION
(Screens 18 and 24)

Code	Position Name	Abbreviation
10	Central Office Administration	ADMIN
20	Building Principals	PRIN
30	Supervisors	SUPV
40	Media Personnel	MEDIA
50	Guidance Personnel/Placement Specialists	GUID
60	Teachers	TEACH
61	Substitute Teachers (use only for full-time substitute teacher)	SUB TEACH
70	Other Pupil Services Personnel	PUPIL SERV
80	Aides	AIDE
90	Ancillary Personnel	ANCIL

CERTIFICATION - SUBJECT AREA CODES

The codes listed below and on the following page represent the general subject areas of certification. (They should not be confused with the position code or course code entered on the Course and Assignment screen.)

32 ALLIED ARTS
41 ART
06 BASIC ADULT ED
31 BEHAVIORAL SCIENCE
82 BEHAV DISORDER
42 BIOLOGY
75 BLIND/PART SIGHTED
44 BUS ED EXCP SHND
43 BUSINESS EDUCATION
46 CHEMISTRY
28 COACHING
05 COOP INDUSTRIAL ED
03 COOP OCCUPATIONAL ED
45 CORE CURRICULUM
79 COUNSELOR
72 DEAF/HEARING IMPAIR
04 DISTRIBUTIVE ED
71 DRIVER EDUCATION
09 EARLY CHILD SPEC ED
25 EARLY CHILD EDUC
38 EARTH SCIENCE
47 ELEM EDUCATION
48 ENGLISH
34 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES
22 FOREIGN EXCHANGE TE
49 FRENCH
52 GEN HOME ECONOMICS
50 GENERAL SCIENCE
40 GENERAL AGRICULTURE
51 GERMAN
23 GIFTED
53 HEALTH
29 HEBREW
54 INDUSTRIAL ARTS
26 INSTR MEDIA TECH
55 INSTRUMENTAL MUSIC
30 ITALIAN
56 JOURNALISM
19 LANGUAGE ARTS
57 LATIN
27 LEARNING RES DIR
36 LEARNING DISABLED
77 LIBRARIAN
07 MANPOWER
58 MATHEMATICS
73 MENTALLY HANDICAPPED
17 MIDDLE SCHOOL EDUC
74 ORTHOPED DISABLED
60 PHYSICAL EDUCATION
59 PHYSICS
18 PRINCIPAL
80 PROF COUNSELOR
61 PSYCHOLOGY
37 ROTC
62 RUSSIAN
78 SCHOOL PSY EXAMINER
10 SCHOOL PSYCHOLOGIST
39 SPECIAL
08 SEVER DEVEL DIS
66 SOCIAL STUDIES
63 SPANISH
11 SPEC ED DIRECTOR
81 SPECIAL READING
64 SPEECH/LANG SPEC
65 SPEECH & THEATRE
20 SUPERINTENDENT
15 VOC BUS ED COOP
13 VOC BUSINESS ED
14 VOC BUS ED EXCP
69 VOCAL MUSIC
67 VOCATIONAL AG
68 VOCATIONAL HOME EC
12 VOCATIONAL DIRECTOR

CERTIFICATION - VOCATIONAL SUBJECT AREA CODES

150801 AERONAU TECH
010201 AG MEC
019999 AG OTHER
010301 AG PRODUCTS
030101 AG RESOURCES
010501 AG SER/SUPP
150501 AIR CON H & R TECH
470602 AIRCRF MECH
270301 APPLIED MATH
150101 ARCH TECH
150803 AUTO TECH
470604 AUTO MECH
470603 AUTO BODY REPAIR
150401 BIO EQUIP TECH
460401 BLDG MAINT
470102 BUS MACH REP
460201 CARPENTRY
170502 CENT SUPP TECH
150601 CHEM MANF TECH
200201 CHILD CARE GEN
150201 CIVIL TECH
170305 CLIN LAB ASST
200301 CLOTHING SERV GEN
480204 COMM PHOT
480203 COMM ART
470103 COMM ELECTRONICS
100100 COMM TECH
150402 COMP SER TECH
200101 CONS HOME EC
490202 CONST EQUIP
469999 CONST TRDS OT
120403 COSMETOLOGY
500201 CRAFTS
430105 CRIM JUST TECH
170101 DENT ASSIST
170103 DENT LAB TECH
170102 DENT HYGIENE
470605 DIESEL MECH
480101 DRAFT GEN
150202 DRF-SESG TECH
120101 DRY-LAND SERV
460301 ECECT-TRANSM-GEN
100101 EDUC MEDIA TECH
470101 ELECTRIC-ELECTRO GEN
460302 ELECTRICIAN
150403 ELECTROMEC TECH
150303 ELECTRONIC TECH
150302 ELECTRICAL TECH
170205 EMER MED AMB
170206 EMER MED PAR
430201 FIRE & SAF TECH
490106 FLIGHT ATTN
200401 FOOD SERV GEN
030401 FORESTRY
120301 FUNERAL SERV
170601 GERI AIDE
480201 GRA-PRT COMM GEN
480299 GRS-PRING COM OTH
170404 HO HEALTH AIDE
200501 HOME FURN GEN
010601 HORTICULTURE
470201 HT AC REF GEN
470302 HVY EQUIP MAINT
470105 INDUS ELECTRONICS
160699 INDUST PROD TECH OT
470301 INDUST-MAINT GEN
150603 INDUST TECH
470399 INDUST-MAINT OTH
150699 INDUST PROD TECH
150404 INSTRUM TECH
430107 LAW ENFORCE
480399 LEATHER
480503 MACH SHOP
470106 MAJ APP REPAIR
490306 MARINE MAINT
460102 MASONRY
150805 MECH DES TECH
170503 MED ASSIST
170599 MEC TECH
480504 METAL FAB
410303 METARG TECH
150604 MFNG TECH
480703 MILW-CAB MAK
470304 MINE MAINTENANCE
460499 MIS CONST TRDS
181101 NURSING GEN
170699 NURSING OTH
170808 OCCUP THER ASST
170199 OTH DENTAL
179999 OTH HEALTH
120499 PERS SERV OTH
170815 PHYS THER ASST
480604 PLASTICS
460501 PLUMBING, GEN
170605 PRAC NURS
070305 PROGRAMMING
150702 QU CONT TECH
170209 RAD MED TECH
170210 RES THER TECH
170819 RES THERAPY
480506 SHEETS MET
470606 SMALL ENG REP
470501 STAT ENERGSOURCES
170211 SURG TECH
062002 T & I INTERN
062001 T & I SUPV
490205 TECH WRITING
480507 TOOL-DIE MAKING
490205 TRUCK DRIV
490303 UPHOLSTERING
470601 VEN-MOB MECH GEN
010101 VOC AG
800081 VOC DIR
209999 VOC HOME EC OTH
800082 VOC SUPV
800083 VOC SPEC
150610 WELD TECH
480508 WELDING
150506 WTR-WST TECH

EXAMPLE FOR MULTIPLE HOURS IN SESSION
(Screen 14A)

When several resident students in a grade are legally attending school outside the district, they may be attending school in more than one district and those districts may have different hours in session. When this occurs, those data must be converted to one hours-in-session figure for reporting in the automated Core Data System, similar to the example below.

Grade	District Attended	Total Hours Attendance	Hours in Session	Average Daily Attendance
9	Sample R-I	15,200	1044	14.559
	Sample R-II	6,500	1052	6.179
	Sample R-III	15,550	1066	14.587
			TOTAL ADA	35.325
				(round to 36.33)

To convert to aggregate hours attended, choose one of the hours in session totals (1044 in above example):

Multiply 35.33 ADA times 1044 hours in session = 36,884.52
(round to nearest whole number of 36,885)

Assuming these data are for grade 9 RESIDENT II (or DESEG OUT for districts involved in court-ordered desegregation), the district would report 36,885 ATTENDANCE HOURS and 1044 HOURS IN SESSION-REC DIST.

A similar conversion is needed for each grade where this situation occurs.

ATTENDANCE SITES OTHER THAN PUBLIC SCHOOL DISTRICTS

The following list contains code numbers assigned to attendance sites other than public school districts. The code numbers listed should be used in reporting data for these sites.

ASSIGNED CODE NO.	EDUCATION CENTER	LOCATION
999-069	Ability Network, Inc.	Ste. Genevieve
999-001	Annie Malone Children & Family Service Ctr.	St. Louis
999-002	Barry-Lawrence Co. Development Center	Monett
999-070	Belle Center, Inc.	St. Louis
999-055	Boys and Girls Town of Missouri	St. James
999-003	Brehm Preparatory School	Carbondale, IL
999-056	Butterfield Youth Services, Inc.	Marshall
999-004	Cerebral Palsy of Tri-County	Webb City
999-005	Capital City Area Council for Special Services	Jefferson City
999-006	Central Institute for the Deaf	St. Louis
999-007	Champ Clark Assoc. for Challenged Citizens	Bowling Green
999-057	Charles L. Shedd APSL Research Academy, Inc.	Mayfield, KY
999-008	Child Center of Our Lady	St. Louis
999-009	Child World Foundation	Kansas City
999-010	Childhaven	St. Louis

ASSIGNED CODE NO.	EDUCATION CENTER	LOCATION
999-011	Children's Center for BD	Centerville
999-012	Children's Center for Visually Impaired	Kansas City
999-058	Children's Therapy Center	Sedalia
999-013	Children's TLC	Kansas City
999-014	Children's Therapy & Early Education	Mexico
999-068	Chillicothe Youth Services	Chillicothe
999-015	Cradles and Crayons, Inc.	Kansas City
999-016	DeLaSalle Education Center	Kansas City
999-017	Delta Gamma Center/Visually Impaired	St. Louis
999-018	Developmental Center of the Ozarks	Springfield
999-019	Developmental Services of Jefferson County	Mapaville
999-062	Easter Seals Child Development Center	Cape Girardeau
999-084	Edgewood Children's Center (Childhaven Campus)	St. Louis
999-020	Edgewood Children's Center (Main Campus)	Webster Groves
999-021	Edgewood Children's Center (Soulard Campus)	Webster Groves
999-059	Emerson Academy	St. Louis
999-022	Epworth Children & Family Services	Webster Groves
999-023	Euclid Academy of St. Louis	St. Louis
999-024	Evangelical Children's Home	St. Louis
999-025	Family Guidance Center	St. Joseph
999-026	Genesis School, Inc.	Kansas City
999-071	Giant Steps of St. Louis	St. Louis
999-027	Gillis Center	Kansas City
999-028	Gladstone Deaf & Hard of Hearing	Gladstone
999-029	Good Shepherd School for Children	St. Louis
999-060	Heartspring	Wichita, KS
999-072	Howard Park Early Intervention Center	Ellisville
999-030	Judevine Center for Autism	St. Louis
999-061	Kenny Rogers Cerebral Palsy Center	Sikeston
999-031	Laclede Early Education Program	Lebanon
999-073	Lakeland Regional School	Springfield
999-032	Learning Center	Troy
999-074	Life Skills Foundation	St. Louis
999-075	Logos School	St. Louis
999-033	Marillac Center for Children	Kansas City
999-034	Marygrove Services, Inc.	Florissant
999-035	Merri Maze Special School, Inc.	Bolivar
999-036	Metropolitan School for Individual Instruction	Maplewood
999-037	Miriam School	Webster Groves
999-076	Moog Oral School	St. Louis
999-067	Niles Home for Children	Kansas City
999-038	Northwest Missouri Learning Center, Inc.	Tarkio
999-039	North Hills Hospital	North Kansas City
999-040	Nova Center	Grandview
999-077	Ozark Center/School Age Day Treatment Program	Joplin
999-041	Pony Bird, Inc.	Mapaville
999-042	Providence Program, Inc.	St. Louis
999-043	Rainbow Center for Communicative Disorders	Blue Springs
120-120	Southeast Missouri State University	Cape Girardeau
999-044	Southwest Missouri Training Center	Neosho
119-119	Southwest Missouri State University	Springfield

ASSIGNED CODE NO.	EDUCATION CENTER	LOCATION
999-078	Southwest Support Services, Inc.	Neosho
999-046	Share & Care for Special People, Inc.	Clinton
999-047	Sherwood Center for the Exceptional Child	Kansas City
999-079	St. Joseph Institute for the Deaf	Overland Park, KS
999-048	St. Louis Academy for Children	St. Louis
999-049	St. Mary's Academy	St. Louis
999-080	St. Vincent Home School	Normandy
999-050	South Paige School District	So. Paige, IA
999-051	Sunshine Center School, Inc.	Independence
999-052	United Cerebral Palsy Assn. of St. Louis	St. Louis
999-053	United Cerebral Palsy of Northwest Missouri	St. Joseph
999-054	United Services for the Handicapped	St. Peters
999-081	ValueMark Behavioral Healthcare System-Kansas City	Kansas City
999-064	Visually Impaired Children Services of S.W. Missouri	Springfield
999-082	Wilkinson Preschool	Boonville
999-065	Youth Recovery Center, Inc.	St. Joseph
999-083	Youth Service International of Missouri	Tarkio

GRADUATE, TRANSFER, AND DROPOUT DATA
(Screen 14)

Data reported on Screen 14 account for the progression of students through the school system toward graduation. Beginning with the seventh grade enrollment count made on the last Wednesday of September, transfers in and transfers out are to reflect movement in and out of that cohort. Students who enter or leave the district, school or grade cohort are counted as transfers. Normal progression students are those who progress to the next grade in the same school or an assigned school based on the district's plan of action (e.g., eighth grade junior high students moving to the ninth grade in a high school are not transfers).

Students in closing schools that merge into a new school and students who are required to change schools because of renovations or other reasons are not transfers. However, students who elect to change schools, e.g., apply for a permissive or hardship transfer, are counted as transfers. Students who repeat (or skip) a grade are also considered to be transfers out of their cohort.

Alternative schools do not report transfers in, transfers out or dropouts. Students entering an alternative school from either a school within the district or from another district are **not** transfers in to the alternative school or transfers out of the sending district. Students returning to the school they were attending prior to attending the alternative school are **not** transfers in to the receiving district. However, students who leave the alternative school and do not return to the district they were attending immediately prior to the alternative school are counted as transfers out of the school sending the students to the alternative school and transfers in to the school receiving the student from the alternative school. Dropouts are reported at the students' regular school in their home district (the district the student attended immediately prior to entering the alternative school).

Transfer In:

A student entering a new district, school, and/or grade cohort is reported as a transfer in. (Repeaters of a grade are reported as transfers in to the grade they repeat.)

Transfer Out:

A student who leaves and whose records are transferred to any other educational setting is reported as a transfer out. Students who receive a special education certificate of completion, who die, or who attend high school on a part-time basis and graduate from a private high school are also reported as transfers out. (Repeaters of a grade are reported as transfers out of the grade to which they should have been promoted.)

Graduate:

A student who has met both the State Board of Education and local board of education requirements and has been issued a high school diploma is reported as a graduate. Students who complete requirements in the summer are reported as graduates in their regular cohort through an amendment to the Core Data System following the update procedure described in this manual.

Dropout:

A dropout for the school year being reported is an individual who:

1. was enrolled at the end of the previous school year, did not return to school after summer vacation and was not enrolled at any time during the school year, or

2. was enrolled during the regular school term and was not enrolled on the last day of that same school term; and

3. has not graduated from high school or completed a state- or district-approved educational program; and

4. does not meet any of the following exclusionary conditions:

   a. transferred to another public school, nonpublic school, home school, other district-approved program, or other state-approved program; or

   b. temporary absence due to suspension or verified illness; or

   c. death; or

   d. reenrolled on or before the enrollment count date of the following September.

For the purposes of applying the dropout definition, the following additional definitions also apply:

1. A school year is the 12-month period including the regular school term and the preceding summer vacation. Each June cycle should be treated as a benchmark and all students transferring, graduating or dropping out since this benchmark should be reported in the following June cycle. The date for counting dropouts is assumed to be the first day after the end of the regular school term. (An amendment may be submitted for reenrollments on or before the enrollment count date the following September.)

2. The previous school year is the school year prior to the school year being reported. For example, the 1997-98 school year is the previous year for the 1998-99 school year, the school year being reported.

3. Students in grades 7 through 12 are counted as dropouts for the grade and school year for which they fail to report. (The list of students enrolled at the beginning of the school year should be compared with the list of students at the end of the previous year to find changes which occurred during the summer.) Dropout and transfer reporting begins in the seventh grade. Therefore, use the last Wednesday in September (the fall enrollment date) as the beginning date for counting seventh grade dropouts and transfers.

4. A school completer has graduated from high school or has received official recognition of completion of a state- or district-approved program. A state- or district-approved program may include special education programs, or some other certification differing from the regular diploma (excluding the GED certificate).

5. Transfer as described in Section 4(a) may be demonstrated through a transcript request or other documentation giving evidence of continuing elementary or secondary education. Also, each transfer in and each transfer out is to be counted. (A student may be counted more than once as a transfer in or transfer out.)

6. A student is counted as a dropout only once each school year. A student who dropped out during the school year, reenrolled and was enrolled on the last day of the same school year is not counted as a dropout.

7. Alternative schools do not report dropouts. A student who drops out of an alternative school is reported as a dropout from the school the student was attending immediately prior to entering the alternative school.

See "Examples of the Status of School Leavers" on the following page.

Enrolled All Year:

A student who is enrolled in the attendance center at the beginning of the school year (last Wednesday in September) and continues to be enrolled throughout the school year until the close of school in the spring is reported as "enrolled all year." A student who transfers in to the attendance center during the school year is not counted as enrolled all year. A student enrolled at the beginning of the school year who transfers out of the attendance center or who drops out of school is not reported as enrolled all year *even if that student returns to the district prior to the end of the school year*.

To calculate, begin with the last Wednesday of September's fall enrollment (Screen 16), subtract transfers out and/or dropouts who left after the September count date. This should equal the enrolled all year number. Students who transfer out more than once should only be subtracted from the fall enrollment the first time they left the district. Seniors who graduate early should be include in the enrolled all year count.

Examples of the Status of School Leavers

A Student Who	Is a Dropout?
1. Graduated	No
2. Is enrolled in an elementary or secondary school, attends a GED course during the regular school day, and attendance is counted for regular state aid purposes	No
3. Is not enrolled in an elementary or secondary school but is participating in an adult GED program or has received a GED certificate	Yes
4. Completed an educational program formally recognized by school authorities for students with alternative graduation requirements (I.E.P.)	No
5. Was enrolled only during summer school and not during the regular school term (not enrolled by definition)	No
6. Died	No
7. Has not graduated or completed an approved program and educational status after leaving school is unknown (regardless of age)	Yes
8. Moved out of the district and is not known to be in school	Yes
9. Transferred to and enrolled in:	
a. Another public school, in- or out-of-state	No
b. Private school, in- or out-of-state	No
c. Home school program	No
10. Is in district and not in school:	
a. Not yet enrolled but there is good reason to expect late enrollment (e.g., seasonal work demands)	No
b. Temporarily absent because of illness:	
i) Verified as legitimate	No
ii) Not verified as legitimate	Yes
c. Absent because of disciplinary action:	
i) Suspended or expelled with option to return and suspension or expulsion period not yet over	No
ii) Suspended or expelled and period has expired, student not returned	Yes
iii) Expelled; no option to return	Yes
iv) Expelled; transferred to and enrolled in another school or district	No
11. Is in an alternative educational or institutional setting (e.g., hospital, community or technical college, juvenile center.)	
a. Educational program approved and/or administered by district	No
b. Educational program is not offered or is offered but is not approved by district	Yes

LIST OF COUNTIES BY COUNTY NUMBER
(Screen 16)

001. Adair
002. Andrew
003. Atchison
004. Audrain
005. Barry
006. Barton
007. Bates
008. Benton
009. Bollinger
010. Boone
011. Buchanan
012. Butler
013. Caldwell
014. Callaway
015. Camden
016. Cape Girardeau
017. Carroll
018. Carter
019. Cass
020. Cedar
021. Chariton
022. Christian
023. Clark
024. Clay
025. Clinton
026. Cole
027. Cooper
028. Crawford
029. Dade
030. Dallas
031. Daviess
032. DeKalb
033. Dent
034. Douglas
035. Dunklin
036. Franklin
037. Gasconade
038. Gentry
039. Greene
040. Grundy
041. Harrison
042. Henry
043. Hickory
044. Holt
045. Howard
046. Howell
047. Iron
048. Jackson
049. Jasper
050. Jefferson
051. Johnson
052. Knox
053. Laclede
054. Lafayette
055. Lawrence
056. Lewis
057. Lincoln
058. Linn
059. Livingston
060. McDonald
061. Macon
062. Madison
063. Maries
064. Marion
065. Mercer
066. Miller
067. Mississippi
068. Moniteau
069. Monroe
070. Montgomery
071. Morgan
072. New Madrid
073. Newton
074. Nodaway
075. Oregon
076. Osage
077. Ozark
078. Pemiscot
079. Perry
080. Pettis
081. Phelps
082. Pike
083. Platte
084. Polk
085. Pulaski
086. Putnam
087. Ralls
088. Randolph
089. Ray
090. Reynolds
091. Ripley
092. St. Charles
093. St. Clair
094. St. Francois
095. Ste. Genevieve
096. St. Louis
097. Saline
098. Schuyler
099. Scotland
100. Scott
101. Shannon
102. Shelby
103. Stoddard
104. Stone
105. Sullivan
106. Taney
107. Texas
108. Vernon
109. Warren
110. Washington
111. Wayne
112. Webster
113. Worth
114. Wright
115. St. Louis City

HIGHEST DEGREE
(Screen 18)

Degree Abbreviation	Degree Description
BACC	Baccalaureate Degree
MAST	Master's Degree
SPEC	Educational Specialist Certificate
DOCT	Doctorate
RN	Registered Nurse
LPN	Licensed Practical Nurse
NONE	No Degree
CVOT	Certified Vocational Education Teacher (certification without degree -- used only for vocational teachers)
ASOC*	Two-year Associate Degree or Certificate Program
HREX*	60 College Hours and Two Years' Experience
EXPR*	Five Years' Experience

*For Parent Educator only

VOCATIONAL PROGRAM AND TYPE CODE COMBINATIONS
(Screen 18)

Program Code (2 numeric positions)	Program Type (2 numeric positions)
01 Agricultural Ed. (AGR)	**04** Regular, Secondary (REG-SEC)
02 Business & Office Ed. (BOE)	**04** Regular, Secondary (REG-SEC)
03 Cooperative Ed. (COE)	**04** Regular, Secondary (REG-SEC)
04 Marketing Ed. (MDE)	**04** Regular, Secondary (REG-SEC)
05 Health Occupations Ed. (HEA)	**04** Regular, Secondary (REG-SEC)
06 Family & Consumer Sciences Ed. (Consumer) (F&CS)	**04** Regular, Secondary (REG-SEC)
07 Family & Consumer Sciences Ed. (Occupational) (F&CSO)	**04** Regular, Secondary (REG-SEC)
08 Vocational Industrial (VIE)	**04** Regular, Secondary (REG-SEC)
09 Guidance Services (GUI)	**04** Regular, Secondary (REG-SEC)
11 Ancillary Services (ANC)	**04** Local Admin., Secondary (REG-SEC)
22 Disadvantaged (DIS)	**04** Special Needs, Secondary (SPN-SEC)
24 Vocational Prep	**04** Special Needs, Secondary (SPN-SEC)
41 Corrections	**04** Special Needs, Secondary (SPN-SEC)
42 Single Parent/Homemaker (SPH)	**04** Regular, Secondary (REG-SEC)
43 Sex Bias (SBI)	**04** Regular, Secondary (REG-SEC)

COURSE CODE/CERTIFICATE REQUIRED
(Screens 20, 22 and 24)

(All certification must be at proper grade level unless otherwise specified.)

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
√ ***01 AGRICULTURE***		
014000 General Agriculture	GEN AG	GEN AG, AG ED
016700 Exploring Agriculture, Grades 7-8	EXPLOR AG	" "
016741 Agribusiness Sales & Marketing	AGBUS MKT	AG ED, AG SER/SUPP
016770 Agricultural Construction	AG CONSTR	AG ED, AG MECH
016753 Agricultural Machinery	AG MACH	" "
016730 Agricultural Management & Economics	AG MGMT-EC	AG ED
016751 Agricultural Power 1	AG POWER-1	AG ED, AG MECH
016752 Agricultural Power 2	AG POWER-2	" "
016710 Agricultural Science 1	AG SCI-1	AG ED
016760 Agricultural Science 2	AG SCI-2	AG ED, HORTICULTURE
016720 Agricultural Structures	AG STRUCTR	AG ED, AG MECH
016711 Animal Science	ANIMAL SCI	AG ED, AG PRODUCTION
016759 Conservation of Natural Resources	CONS NAT R	AG ED
016761 Crop Science	CROP SCI	AG ED, AG PRODUCTION
016763 Floriculture	FLORICULTR	AG ED, HORTICULTURE
016790 Food Science and Technology	FOOD SCI	AG ED
016762 Forest Management	FOREST MGT	AG ED, FORESTRY
016768 Fruit & Vegetable Production	FRUIT-VEG	AG ED, HORTICULTURE
016765 Greenhouse Operation & Mngmnt	GREENHS OP	" "
016764 Landscaping	LANDSCAPE	" "
016766 Nursery Operation & Management	NURS OPER	" "
016769 Processing & Marketing Forestry Products	PROC FOR P	AG ED
016754 Soil and Water Management	SOIL-WATER	AG ED
016780 Supervised Agricultural Experience - Cooperative	SAE CO-OP	AG ED
016785 Supervised Agricultural Experience - Supervision	SAE SUPV	AG ED
016767 Turf Management	TURF MGNT	AG ED, HORTICULTURE
016799 Other Vocational Agriculture	O VOC AG	AG ED
016798 Agriculture Departmental Duties	AG DEPT	AG ED
016797 Agriculture Supervisor	AG SUPV	AG ED at any grade level with Graduate Degree
√ ***02 ART***		
024100 Art	ART	ART (Art I may be taught at HS level on ART 7-9 as well as K-12 or 7-12)

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
024110 Art Appreciation & History	ART APPREC	ART
024123 Arts & Crafts	ARTS-CRAFT	ART (may be taught at HS level on ART 7-9 as well as K-12 or 7-12)
024126 Ceramics	CERAMICS	ART
024190 Commercial Art	COMM ART	"
024140 Design	DESIGN	"
024150 Drawing	DRAWING	"
024155 Drawing & Painting	DRWG-PNTG	"
024170 Graphics & Printmaking	GRPH-PRNMG	"
024128 Jewelry	JEWELRY	"
024160 Painting	PAINTING	"
024130 Photography	PHOTOGRPHY	ART with course work or experience in Photography (SUPV APPROVAL)
024135 Sculpture	SCULPTURE	ART
024199 Other Art	OTHER ART	"
024198 Art Departmental Duties	ART DEPT	ART at any grade level
024197 Art Supervisor	ART SUPV	ART at any grade level with Graduate Degree
√ *03* ***BUSINESS***	(Certification requires VOC BS ED if under the vocational program. An asterisk (*) indicates courses that are never vocational.)	
034310 Accounting I	ACCT 1	BS ED, BEDXS, VOC BS ED, VOC BEDXS, ACCT
034312 Accounting II	ACCT 2	BS ED, BEDXS, VOC BS ED, VOC BEDXS, ACCT
034303 Banking and Financial Services	BNK FIN SV	BS ED, BEDXS, VOC BS ED, VOC BEDXS
034320 Business Communications	BUS COMMUN*	BS ED, BEDXS, VOC BS ED, VOC BEDXS, BUS ENG
034321 Business Law	BUS LAW*	BS ED, BEDXS, VOC BS ED, VOC BEDXS, BUS LAW
034301 Business Management	BUS MGMT*	BS ED, BEDXS, VOC BS ED, VOC BEDXS
034322 Business Mathematics	BUS MATH*	BS ED, BEDXS, VOC BS ED, VOC BEDXS

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
034330 Business Technology	BUS TECH	BS ED, BEDXS, VOC BS ED, VOC BEDXS, VOC BUS COP
034352 Computer Business Applications	COMP APP	BS ED, BEDXS, VOC BS ED, VOC BEDXS
034355 Computer Programming	COMP PROG	BS ED, BEDXS, VOC BS ED, VOC BEDXS
034353 Desktop Publishing	DPUB	BS ED, BEDXS, VOC BS ED, VOC BEDXS
034332 Economics	ECONOMICS*	BS ED, BEDXS, VOC BS ED, VOC BEDXS, ECON
034305 Entrepreneurship	ENTREPRE*	BS ED, BEDXS, VOC BS ED, VOC BEDXS
034391 International Business	INTER BUS	BS ED, BEDXS, VOC BS ED, VOC BEDXS
034300 Introduction to Business	INTRO BUS*	BS ED, BEDXS, VOC BS ED, VOC BEDXS, GEN BUS
034390 Keyboarding	KEYBOARD*	BS ED, BEDXS, VOC BS ED, VOC BEDXS, TYPING (At elementary level, may be taught on any certificate at any grade level)
034395 Keyboarding Applications	KEYBD APP*	BS ED, BEDXS, VOC BS ED, VOC BEDXS,
034356 Multimedia	MULTIM	BS ED, BEDXS, VOC BS ED, VOC BEDXS
034354 Network Administration	NETWRK ADM	BUS ED, VOC BUS ED
034345 Recordkeeping	RECORDKEEP*	BS ED, BEDXS, VOC BS ED, VOC BEDXS
034370 Shorthand/Speedwriting/Notehand	STHD-SP WR*	BS ED, VOC BS ED, SHORTHAND
034380 Supervised Business Experience	SPV BUS EX	BS ED, BEDXS, VOC BS ED, VOC BEDXS, COE
034399 Other Business	OTHER BUS	BS ED, VOC BS ED, BEDXS
034398 Business Education Departmental Duties	BS ED DEPT	BS ED, BEDXS, VOC BS ED, VOC BEDXS,
034397 Business Education Supervisor	BS ED SUPV	BS ED, BEDXS, VOC BS ED, VOC BEDXS at any grade level with Graduate Degree

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
✓ *04 MARKETING AND COOPERATIVE EDUCATION*		
040009 Advertising	ADV	MKT
040008 Business Administration	BUS ADMIN	"
040010 Business Ownership/Management	BUS OWN-MG	"
040003 Cooperative Occupational Education 1	COE-1	COE
040004 Cooperative Occupational Education 2	COE-2	"
040011 Entrepreneurship	ENTREPRE	MKT
040013 Fashion Merchandising	FASH MDSE	"
040012 Free Enterprise Economics	FREE EN EC	"
040005 Management	MGT	MKT
040001 Marketing, Fundamentals of	MKTG-1	"
040002 Marketing - Advanced	MKTG-2	"
040006 Retailing	RETAILING	MKT
040007 Salesmanship	SALEMANSHP	"
040081 Supervised Cooperative Occupational Education Employment	SV COE EMP	COE
040080 Supervised Marketing Education Employment	SV MKT EMP	MKT
040099 Other Marketing and Cooperative Education	O MKT-COE	MKT, COE
✓ *05 LANGUAGE ARTS (ENGLISH)*		
054821 American Literature	AMER LIT	ENG, LANG ARTS
054806 Applied Communications	APLD COMM	ENG
054820 Appreciation of Literature	LITERATURE	ENG, LANG ARTS
054818 Bible Literature	BIBLE LIT	ENG
054829 Black Literature	BLACK LIT	"
054861 College Prep English	C PREP ENG	"
054803 Communications (Written)	COMMUNTNS	ENG, LANG ARTS
054804 Composition	COMPOSITN	" "
054822 Contemporary Literature	CONTMP LIT	ENG
054805 Creative Writing	CREAT WRTG	ENG, LANG ARTS
054865 English for Speakers of Other Languages	ESOL	ESOL or SUPV APPROVAL
054823 English Literature	ENG LIT	ENG
054864 Ethnic Literature	ETHNIC LIT	"
054817 Folklore	FOLKLORE	"
054801 Grammar	GRAMMAR	ENG, LANG ARTS, ELEM, MIDDLE
054824 Great Books	GREAT BOOK	ENG, LANG ARTS
054800 Language Arts (English)	LANG ARTS	ENG, LANG ARTS, PK-3, ELEM, MIDDLE
054809 Mass Media	MASS MEDIA	ENG, JOURN
054850 Mythology	MYTHOLOGY	ENG, LATIN
054825 Novel, The	NOVEL	ENG
054826 Poetry	POETRY	"
054802 Practical English	PRACT ENG	"

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
054841 Reading (includes Developmental Reading and Reading Recovery)	READING	RD SP, PK-3, ELEM, LANG ARTS, MIDDLE, ENG
054840 Remedial Reading	REM READ	RD SP
054891 Remedial Language Arts	REM LANG A	ELEM, PK-3, MIDDLE, LANG ARTS, ENG
054863 Satire and Humor	SATR-HUMOR	ENG
054819 Science Fiction	SCI FICT	"
054845 Shakespeare	SHAKESPEAR	"
054827 Short Story, The	SHRT STORY	"
054862 Vocational/Career English	CAREER ENG	"
054828 World Literature	WORLD LIT	"
054860 Word Study (includes Semantics)	WORD STUDY	"
054899 Other Language Arts	O LANG ART	ENG, LANG ARTS
054898 Language Arts Department Duties	LA DEPT	ENG, LANG ARTS at any grade level
054897 Language Arts Supervisor	LA SUPV	ENG, LANG ARTS, RD SP at any grade level with Graduate Degree
√ ***05 JOURNALISM***		
054810 Journalism	JOURNALISM	JOURN
054811 Photography	PHOTOGRPHY	JOURN with experience or coursework in photography
054830 School Publications	SCHOOL PUB	JOURN
√ ***05 SPEECH AND DRAMATICS***		
056510 Debate	DEBATE	SP THTRE, SPEECH
056520 Dramatics	DRAMATICS	SP THTRE, DRAMA
056545 Oral Interpretation	ORAL INTRP	SP THTRE, SPEECH
056501 Public Speaking	PUB SPEAK	" "
056530 Radio and Television	RADIO-TV	SP THTRE, JOURN, DRAMA
056500 Speech	SPEECH	SP THTRE, SPEECH
056540 Stagecraft	STAGECRAFT	SP THTRE, DRAMA
056550 Theatre Arts	THTRE ARTS	" "
056599 Other Speech and Dramatics	O SPCH-DRM	SP THTRE, SPEECH, DRAMA
056598 Speech and Dramatics Departmental Duties	SP DR DEPT	SP THTRE, SPEECH, DRAMA at any grade level
√ ***06 FOREIGN LANGUAGES***		
060000 Introduction to Foreign Languages	INTRO LANG	Any foreign language
062000 American Sign Language	ASL	Any certificate at any grade level
069010 Chinese	CHINESE	CHINESE (Special Certificate)
064900 French	FRENCH	FRENCH
065100 German	GERMAN	GERMAN
067100 Hebrew	HEBREW	HEBREW
069020 Italian	ITALIAN	ITALIAN

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
068000 Japanese	JAPANESE	JAPANESE (Special Certificate)
065700 Latin	LATIN	LATIN
066200 Russian	RUSSIAN	RUSS
066300 Spanish	SPANISH	SPAN
060099 Other Foreign Language	O FGN LANG	SUPV APPROVAL
060098 Foreign Language Departmental Duties	FGN L DEPT	Any foreign language certificate at any grade level
060097 Foreign Language Supervisor	FGN L SUPV	Any foreign language certificate at any grade level with Graduate Degree
√ *07 HEALTH OCCUPATION*		
070901 Dental Assistant	DENT AS	DENT AS
070906 Health Service Aide	HLTH S AID	HLTH SR AD
070917 Medical Assistant	MED ASST	MED ASST, VOC BS ED
070913 Medical Laboratory Assistant	MLAB AS	MLAB TC
070933 Medical Transcription	MED TRANS	HL AST OT
070923 Physical Therapy Assistant	PT ASST	PH TH AS
√ *08 PHYSICAL EDUCATION AND HEALTH*		
086010 Adaptive Physical Education	ADAPT PE	PE
086020 Athletic Practice/Conditioning	ATH PRAC-C	Any certificate at any grade level
086025 Body Conditioning	BODY CONDN	PE
087100 Driver Education	DRIVER ED	DR ED
087180 Driver Education Lab	DR ED LAB	DR ED
087198 Driver Education Departmental Duties	DR ED DEPT	DR ED
085311 First Aid	FIRST AID	DR ED, or HEALTH or PE with course work in First Aid
085300 Health	HEALTH	HEALTH (or PE if certificated on or before 7/1/83)
085398 Health Departmental Duties	HLTH DEPT	HEALTH at any grade level
086030 Lifetime Sports	LIFE SPORT	PE
086045 P.E. & Health Combination	PE-HLTH	PE and HEALTH (or PE only if certificated on or before 7/1/83)
086000 Physical Education	PE	PE
085310 Physiology & Anatomy	PHYS-ANAT	HEALTH
085312 Safety	SAFETY	DR ED, or HEALTH or PE with course work in Safety
086035 Team Sports	TEAM SPORT	PE
086099 Other Physical Education	OTHER PE	PE
086098 Physical Education Departmental Duties	PE DEPT	PE at any grade level

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
086097 Physical Education Supervisor	PE SUPV	PE at any grade level with Graduate Degree
√ *09 FAMILY AND CONSUMER SCIENCES EDUCATION* (If vocational approved, must have VOC HE/F&CS certificate)		
096826 Child Development, Care and Guidance (Advanced)	CHLD DEV-ADV	VOC HE/F&CS, GEN HE/F&CS
096821 Child Development, Care and Guidance (Intermediate)	CHLD DEV-INT	" " " "
096822 Clothing and Textiles (Advanced)	CLOTH-ADV	" " " "
096820 Clothing and Textiles (Intermediate)	CLOTH-INT	" " " "
096811 Contemporary Living	CONTMP LIV	" " " "
096800 Exploratory Family and Consumer Sciences (Elementary, Middle and Junior High grades)	EXPLR FCS	" " " "
096801 Family and Consumer Sciences	FCS	" " " "
096814 Family/Consumer Resource Management	FAM/CON RS	" " " "
096840 Family/Individual Health (meets MSIP .5 unit health requirement)	FAM HEALTH	VOC HE/F&CS
096823 Family Living and Parenthood	FAM LIVING	VOC HE/F&CS, GEN HE/F&CS
096829 Food and Nutrition (Advanced)	FOOD-ADV	" " " "
096827 Food Science	FOOD SCI	" " " "
096818 Housing, Home Furnishings and Equipment	HOME FURN	" " " "
096824 Nutrition and Wellness	NUTR/WELL	" " " "
096899 Other Family and Consumer Sciences	OTHR FCS	" " " "
096898 Family and Consumer Sciences Departmental Duties	FCS DEPT	" " " "
096897 Family and Consumer Sciences Supervisor	FCS SUPV	VOC HE/F&CS, GEN HE/F&CS at any grade level with Graduate Degree
√ *09 OCCUPATIONAL FAMILY AND CONSUMER SCIENCES EDUCATION*		
096831 Child Care Aide/Assisting	CH CARE AD	CHILD CARE GEN
096832 Commercial Garment and Apparel Worker	GARM WORKR	CLOTHNG SERVICE GEN
096837 Custom Tailor	CUST TAILR	CLOTHNG SERVICE GEN
096834 Elder Care Provider/Companion	ELDER CARE	VOC F&CS OT
096838 Fashion/Fabric Consultant	FASH CONS	CLOTHNG SERVICE GEN
096833 Food Production, Management and Services, General	FOOD SERV	FOOD SERV GEN
096839 Family & Consumer Sciences Related Occupations Cooperative Education	FCS OC COP	Approval by Family & Consumer Sciences Education
096835 Home Furnishings and Equipment Management, Production and Services, General	HM FURN SV	HOME FURN GEN

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
096836 Institutional, Home Management and Supporting Services, Gen.	INSTIT MGT	INST HOME MGT SERV
096845 Other Occupational Family and Consumer Sciences	OT OCC FCS	VOC HE/F&CS OT
√ *10 INDUSTRIAL TECHNOLOGY*		
105431 Architectural Structures and Design Technology	ARCH DSGN	IND (ARTS) TECH
105401 Bio-Technology	BIO-TECH	" " "
105441 Communications Electronics Technology	COM ELECTR	" " "
105424 Construction Technology	CONSTR TEC	" " "
105430 Drafting and Design Technology	DRFT-DESGN	" " "
105440 Electricity/Electronics Technology	ELEC-ELTRN	" " "
105400 Elementary School Technology Education K-6	EL TEC K-6	" " "
105433 Engineering Graphics Technology	ENGR GRAPH	" " "
105425 Engineering Materials Technology	ENGR MAT	" " "
105407 Engineering Technology Education	ENGR TECH	" " "
105408 Enterprise	ENTERPRISE	" " "
105450 Exploration of Technology/ Industrial Technology 9-12	EX IND TEC	" " "
105492 Graphic Communications Technology	GR COMMUN	" " "
105421 Industrial Ceramics Technology	IND CERAM	" " "
105470 Industrial Metals Technology	IND METALS	" " "
105422 Industrial Plastics Technology	IND PLSTCS	" " "
105482 Industrial Woods Technology	IND WOODS	" " "
105402 Interdisciplinary Approaches to Technology	APPRCH TEC	" " "
105435 Introduction to Communication Technology	COMMUN	" " "
105410 Introduction to Energy & Power Technology	ENGY-POWER	" " "
105420 Introduction to Materials & Processing Technology	MATRL-PROC	" " "
105405 Introduction to Technology/ Industrial Technology 6-9	IN TEC 6-9	" " "
105423 Manufacturing Technology	MFG TECH	" " "
105411 Power Mechanics Technology	POWER MECH	" " "
105406 Research and Development	RSCH-DEVEL	" " "
105409 Technology Problem Solving	TECH PROB	" " "
105442 Technology Systems Control	TECH SYS	" " "
105414 Transportation Systems	TRANS SYS	" " "
105432 Video Production Technology	VIDEO TECH	" " "
105499 Other Industrial Technology/ Technology Education	O IND TECH	" " "
105498 Industrial Technology Departmental Duties	IND T DEPT I TEC DEPT	IND (ARTS) TECH at any grade level

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
105497 Industrial Technology Supervisor	IND T SUPV I TEC SUPV	IND (ARTS) TECH at any grade level with Graduate Degree
√ *11 MATHEMATICS*		
115810 Algebra	ALGEBRA	MATH (Algebra I at HS level may be taught on Math 7-9 as well as 7-12)
115861 Algebra-Trigonometry	ALG-TRIG	MATH
115865 Analytical Geometry	ANALY GEO	"
115825 Applied Mathematics	APLD MATH	"
115820 Basic Mathematics (General or Functional Math)	BASIC MATH	MATH (May be taught at HS level on Math 7-9 as well as 7-12)
115866 Calculus	CALCULUS	MATH
115868 Consumer Mathematics	CONSM MATH	MATH (May be taught at HS level on Math 7-9 as well as 7-12)
115870 Elementary Functions	EL FUNCT	MATH
115830 Geometry	GEOMETRY	"
115800 Mathematics	MATH	MATH (May be taught at HS level on Math 7-9 as well as 7-12)
115840 Mathematical Analysis	MATH ANAL	MATH
115815 Pre-Algebra	PRE-ALG	MATH (May be taught at HS level on Math 7-9 as well as 7-12)
115875 Probability and Statistics	PROB-STAT	MATH
115891 Remedial Math	REMED MATH	PK-3, ELEM, MIDDLE, MATH
115860 Trigonometry	TRGONOMTRY	"
115899 Other Mathematics	OTHER MATH	"
115898 Mathematics Departmental Duties	MATH DEPT	MATH at any grade level
115897 Mathematics Supervisor	MATH SUPV	MATH at any grade level with Graduate Degree
√ *12 MUSIC*		
125510 Band	BAND	IN MUS
126960 Chorus/Choir	CHORUS	V MUS
125530 Drum Corps	DRUM CORPS	IN MUS
126910 Fundamentals of Music	FUND MUSIC	IN MUS, V MUS
126940 Glee Club	GLEE CLUB	V MUS
125525 Guitar	GUITAR	IN MUS, V MUS
125500 Instrumental Music	INST MUSIC	IN MUS (may be taught at elementary level on V MUS)
125540 Jazz Band	JAZZ BAND	IN MUS
126920 Music Appreciation	MUSIC APPR	IN MUS, V MUS
125520 Orchestra	ORCHESTRA	IN MUS
126930 Theory and Harmony	THEORY	IN MUS, V MUS

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
126900 Vocal Music	VOC MUSIC	V MUS (may be taught at elementary level on IN MUS)
125599 Other Instrumental Music	O INST MUS	IN MUS
126999 Other Vocal Music	O VOC MUS	V MUS
125598 Music Departmental Duties	MUS DEPT	V MUS, IN MUS at any grade level
125597 Music Supervisor	MUS SUPV	V MUS, IN MUS at any grade level with Graduate Degree
√ *13 SCIENCE*		
135500 Aerospace	AEROSPACE	PHYS, EARTH, UNIFIED PHYS, UNIFIED EARTH (or SUPV APPROVAL)
134642 Applied Science	APLD SCI	BIOL, CHEM, any UNIFIED SCI
133810 Astronomy	ASTRONOMY	EARTH, GEN SCI, UNIFIED EARTH
134200 Biology	BIOLOGY	BIOL, any UNIFIED SCI; or for advanced courses BIOL, UNIFIED BIOL
134210 Botany	BOTANY	BIOL, UNIFIED BIOL
134600 Chemistry	CHEMISTRY	CHEM, any UNIFIED SCI; or for advanced courses CHEM, UNIFIED CHEM
136000 Consumer Science	CONSUM SCI	GEN SCI, EARTH, BIOL, any UNIFIED SCI
133800 Earth Science	EARTH SCI	EARTH, GEN SCI, any UNIFIED SCI
134215 Ecology	ECOLOGY	BIOL, EARTH, GEN SCI, any UNIFIED SCI
133820 Geology	GEOLOGY	EARTH, UNIFIED EARTH
134230 Life Science	LIFE SCI	BIOL, GEN SCI, EARTH, any UNIFIED SCI
135010 Physical Science	PHYS SCI	GEN SCI, EARTH, CHEM, PHYS, any UNIFIED SCI
135900 Physics	PHYSICS	PHYS, any UNIFIED SCI; or for advanced courses PHYS, UNIFIED PHYS
134221 Physiology & Anatomy	PHYS-ANAT	BIOL, UNIFIED BIOL
135910 Principles of Technology	PRIN-TECH	PHYS, any UNIFIED SCI
135000 Science, General	GEN SCI	GEN SCI, EARTH, any UNIFIED SCI
134220 Zoology	ZOOLOGY	BIOL, UNIFIED BIOL
134299 Other Biological Science	O BIOL SCI	BIOL, UNIFIED BIOL
135099 Other Science	OTHER SCI	SUPV APPROVAL
135098 Science Departmental Duties	SCI DEPT	Any science certificate at any grade level
135097 Science Supervisor	SCI SUPV	Any science certificate at any grade level with Graduate Degree

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COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
√ *15 SOCIAL STUDIES*		
156683 Afro-American History	AF-AM HIST	SOC ST, SOC SCI
156651 American Government	AMER GOVT	SOC ST, SOC SCI, US GOVT
156692 American Heritage	AM HERITGE	SOC ST, SOC SCI
156661 American History	AMER HIST	AM HST, SOC ST, SOC SCI (AMER HIST I may be taught at HS level on SOC ST 7-9 as well as 7-12)
156680 Anthropology	ANTHROPLGY	SOC ST, SOC SCI
156664 Ancient & Medieval History	ANC-MED HS	" "
156665 Asian History	ASIAN HIST	SOC ST, SOC SCI, WD HST
156102 Behavioral Science	BEHAVR SCI	SOC ST, SOC SCI, BEH SC, PSYCH, SOCIOL
156610 Citizenship	CITIZENSHP	SOC ST, SOC SCI, CITZN
156691 Civil War Period	CIV WAR PD	SOC ST, SOC SCI, AM HST
156653 Comparative Government	COMPR GOVT	SOC ST, SOC SCI
156625 Consumer Education	CONSUM ED	" "
156666 Contemporary History	CONTMP HST	" "
156620 Contemporary Issues	CONTMP ISS	" "
156630 Economics	ECONOMICS	SOC ST, SOC SCI, ECON
156631 Economics at Work	ECON AT WK	SOC ST, SOC SCI, ECON
156667 European History	EUROPE HST	SOC ST, SOC SCI, WD HST
156671 Family Relations	FAMILY REL	SOC ST, SOC SCI
156640 Geography	GEOGRAPHY	SOC ST, SOC SCI, GEOG
156650 Government & Politics	GOVERNMENT	SOC ST, SOC SCI
156693 History of West	HIST-WEST	SOC ST, SOC SCI, AM HST
156652 International & Intercultural Relations	INTNL REL	SOC ST, SOC SCI
156668 Latin American History	LAT AM HST	" "
156675 Law and You	LAW-YOU	" "
156685 Minority Groups	MIN GROUPS	" "
156662 Missouri History	MO HIST	" "
156100 Psychology	PSYCHOLOGY	SOC ST, SOC SCI, PSYCH, COUNS
156669 Russian History	RUSS HIST	SOC ST, SOC SCI, WD HST
156600 Social Studies	SOC STUD	SOC ST, SOC SCI,ELEM, MIDDLE
156670 Sociology	SOCIOLOGY	SOC ST, SOC SCI, SOCIOL
156611 Workplace Civics and Government	WKP CIVICS	SOC ST, SOC SCI, CITZN
156663 World History	WORLD HIST	SOC ST, SOC SCI, WD HST
156672 World Religions	WLD RELGNS	SOC ST, SOC SCI
156690 Other American History	O AM HIST	SOC ST, SOC SCI, AM HST
156660 Other History	O HISTORY	SOC ST, SOC SCI
156699 Other Social Studies	O SOC STUD	" "
156698 Social Studies Departmental Duties	SOC S DEPT	SOC ST, SOC SCI at any grade level
156697 Social Studies Supervisor	SOC S SUPV	SOC ST, SOC SCI at any grade level with Graduate Degree

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
17 TRADES AND INDUSTRY		
170100 Air Conditioning, Heating, Refrigeration	AIR-HEAT-R	AIR CON H & R TECH, HT AC REF GEN
170401 Aircraft Mechanics, Airframe	AIRCRAFT-A	AIRCRF MECH-AIRFRAME
170402 Aircraft Mechanics, Powerframe	AIRCRAFT-P	AIRCRF MECH-POWERFRAME
170200 Appliance Repair	APPL REPAR	MAJ APP REPAIR
170301 Auto Body Repair	AUTO BODY	AUTO BODY REPAIR
170302 Auto Mechanics	AUTO MECH	AUTO MECH, AUTO TECH
171101 Building Maintenance	BLDG MAINT	BLDG MAINT, CARPENTRY
170600 Business Machine Maintenance	BS MCH MTN	BUS MACH REP, ELECTRI-ELECTRO GEN, ELECTRONIC TECH
173600 Cabinet Making and Millwork	CAB-MILLWK	MILW-CAB MAK
171001 Carpentry	CARPENTRY	CARPENTRY
17060l Chemical Manufacturing Technology	CHEM MFG T	CHEM MANF TECH
170201 Civil Structural Drafting	CIVIL DRFT	CIVIL DRAFTING
170700 Commercial Art Occupations	COM ART OC	COMM ART
170900 Commercial Photography Occupations	CM PHTG OC	COMM PHOT
170102 Communications Electronics	COMM ELECT	COMM ELECTRONICS
170104 Computer Installation & Repair	COMP IN	COMP INST & REPR
173101 Computer Servicing Technology	COMP SERV	COMP SER TECH, COMP INST & REPR, COMP/MAINT TECH
171099 Construction and Maintenance Trades, Other	CN-MT TR O	CONST TRDS OT
170001 Cooperative Industrial Education 1	CIE-1	CIE, COE
170002 Cooperative Industrial Education 2	CIE-2	CIE, COE
172602 Cosmetology	COSMETOLGY	COSMETOLOGY
170202 Crafts, General	CRAFTS	CRAFTS
170613 Criminal Justice Technology	CRIM JUST	LAW ENFORCE
170503 Culinary Arts/Chef Training	CUL ARTS	CUL ARTS, FOOD SERV GEN
171100 Custodial Services	CUSTODL SV	BLDG MAINT
171200 Diesel Mechanics	DIESL MECH	DIESEL MECH
171300 Drafting and Design Technology	DRAFT-DSGN	DRAFT GEN, ARCH TECH
171600 Dry Cleaning and Laundering Services, General	DRY C-LNDY	DRY-LAUND SERV
171501 Electrical and Electronics Equipment Repair, General	ELEC EQ RP	ELECTRI-ELECTRO GEN, COMM ELECTRONICS, ELECTRONIC TECH, INDUS ELECTRONICS, COMP SER TECH
171400 Electrical and Power Transmission, Installation	ELEC POW	ELECT-TRANSM GEN, ELECTRICIAN
171002 Electrician	ELECTRICN	ELECT-TRANSM GEN, ELECTRICIAN
172801 Fire Control and Safety Technology	FIRE CONTL	FIRE & SAF TECH, FIRE SCI/FIREFTING
170504 Food and Beverage/Restaurant Operations Manager	RST OP MGR	CUL ARTS, FOOD SERV GEN
171900 Graphic Arts Occupations	GRPH AR OC	GRA-PRT EQ OPR GEN, GRA-PRT EQ OPR OTH

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
170616 Heavy Equipment Maintenance and Repair	HVY EQ MNT	HVY EQ MNT
171500 Industrial Electronics	IND ELECTR	INDUS ELECTRONICS, ELECTRI-ELECTRO GEN, ELECTRONIC TECH
170103 Industrial Equipment Maintenance Repair	IND EQ RPR	INDUS-MAINT GEN
170602 Industrial/Manufacturing Technology/ Technician	IN MAN TC	IN MAN TC
172802 Law Enforcement Training	LAW ENF TR	LAW ENFORCE
170212 Laser and Optical Technology/ Technician	LAS TECH	LASER OPT TECH
172302 Machinist	MACHINIST	MACHINIST, TOOL-DIE MAKING
172200 Marine Maintenance	MARINE MNT	MARINE MAINT
171004 Masonry	MASONRY	MASONRY
172399 Metal Fabrication	METAL FAB	METAL FAB
170304 Mine Equipment Maintenance and Repair	MINE EQ RP	MINE MAINTENANCE
170303 Motorcycle Mechanics and Repair	MTR CYCLE	VEH-MOB, MOTORCYCLE
171007 Pipefitting and Plumbing	PIPFT-PLMB	PLUMBING, GEN
170108 Radio and Television Broadcasting Technology/Technician	R TV BCAST	RADIO-TV BRDCSTG, COMM TECH
172305 Sheet Metal	SHEET MTL	SHEET MET
173100 Small Engine Repair	SM ENG RPR	SMALL ENG REP
170080 Supervised Cooperative Industrial Education Employment	S CIE EMP	CIE, COE
172307 Tool and Die Making	TOOL-DIE M	TOOL-DIE MAKING, MACH SHOP
173500 Upholstering	UPHOLSTRNG	UPHOLSTERING
170399 Vehicle and Mobile Equipment Mechanics, General	VEH-MOB EQ	DIESEL MECH, AUTO TECH, AUTO MECH, VEH-MOB MECH GEN
172306 Welding Technology	WELD TECH	WELDING, WELD TECH
√ *19 SPECIAL EDUCATION STUDENT CASEMANAGEMENT SERVICE*		
197800 Autistic	AUTISTIC	Any Special Education certificate
198200 Behavior Disorders	BHVR DIS	" " "
197600 Deaf/Blind	DEAF-BLIND	" " "
190900 Early Childhood Special Education	ER CH S ED	" " "
197200 Hearing Impaired	HEAR IMPAR	" " "
197300 Mentally Handicapped	MEN HAND	" " "
197700 Multiply Handicapped	MULT HAND	" " "
197400 Physically & Other Health Impaired	O HLTH IMP	" " "
190810 Severely Handicapped	SEVERE HND	" " "
193600 Learning Disabilities	LEARN DIS	" " "
196400 Speech & Language Disorders	SP-LANG DS	" " "

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
197500 Visually Impaired	VIS IMPAIR	Any Special Education certificate
196000 Work Experience for Special Education Students (VAC/WEC)	WK EXP-SE	" " "
991900 Special Education Caseload Formula Contact Number	SE CONTACT	None (See Exhibit 16)
√ *88 **NON-TEACHING ASSIGNMENTS***	(Certificates must be at proper grade level unless otherwise noted)	
880000 Supplemental Assignment	SUPPL ASGN	Any certificate at any grade level
880010 Contracted Services	CNTRSRVS	Any certificate at any grade level
881000 Superintendent	SUPT	SUPT
881100 Assistant Superintendent	ASST SUPT	Any certificate at any grade level with Graduate Degree
881300 Administrative Assistant	ADM ASST	Any certificate at any grade level with Graduate Degree
881400 Curriculum Coordinator	CURR COORD	Any certificate at any grade level with Graduate Degree
881500 Instructional Assistant	INSTR ASST	SUPT, any PRIN
881600 Director of Secondary Education	DIR SEC ED	SUPT, HS PRIN
881700 Title I Director	CH 1 DIR	SUPT, any PRIN
881800 Vocational Administrator	VOC ADM	VOC DIR, VOC SPEC
881900 Special Education Administrator	SP ED ADM	SPEC ED ADMIN
882000 High School Principal	HS PRIN	HS PRIN
882100 Assistant High School Principal	A HS PRIN	HS PRIN
882200 Junior High Principal	JH PRIN	HS PRIN
882300 Assistant Junior High Principal	A JH PRIN	HS PRIN
882400 Middle School Principal	MS PRIN	Any PRIN
882500 Assistant Middle School Principal	A MS PRIN	Any PRIN
882600 Elementary Principal	EL PRIN	ELEM PRIN
882700 Assistant Elementary Principal	A EL PRIN	ELEM PRIN
882800 Director of Elementary Education	DIR EL ED	ELEM PRIN, SUPT
883000 High School Supervisor	HS SUPV	Any certificate with Graduate Degree
883010 Single Parent/Homemaker Coordinator	S PAR COOR	GUID, VOC SUPV, VOC DIR, PSCH, or any vocational teaching certificate with Graduate Degree
883020 Vocational Supervisor	VOC SUPV	VOC DIR, VOC SUPV,
883200 Junior High Supervisor	JH SUPV	Any certificate with Graduate Degree VOC SPEC

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
883400 Middle School Supervisor	MS SUPV	Any certificate with Graduate Degree
883600 Elementary Supervisor	EL SUPV	Any certificate with Graduate Degree
883800 Special Education Process Coordinator	PROC COORD	Any Special Ed certificate with Graduate Degree
883900 General Supervisor	GEN SUPV	Any certificate with Graduate Degree
884000 High School Librarian	HS LIB	LIB, LIB MED SPEC
884097 Librarian Supervisor	LIB SUPV	LIB or LIB MED SPEC at any grade level with Graduate Degree
884098 Librarian Departmental Duties	LIB DEPT	LIB, LIB MED SPEC
884100 Learning Resource Director	LRN RS DIR	LRN RS DIR, LIB MED SPEC
884200 Junior High Librarian	JH LIB	LIB, LIB MED SPEC
884400 Middle School Librarian	MS LIB	LIB, LIB MED SPEC
884600 Elementary Librarian	EL LIB	LIB, LIB MED SPEC
884700 Instructional Media Technologist	IN MED TEC	IN MED TECH
884800 Instructional Technology Director	IN TEC DIR	Any certificate at any grade level
885000 High School Guidance	HS GUID	COUNS, PROF COUNS
885010 Vocational Special Needs Guidance	VO SN GUID	COUNS
885020 Vocational Placement Specialist	VO PL SPEC	COUNS or any VOC cert.
885030 Vocational Resource Educator	V R E	COUNS, any Special Education teaching certificate, or any vocational teaching certificate with BACC degree
885040 Vocational Evaluator	VOC EVAL	COUNS, VOC EVAL (Special Certificate)
885050 Sex-Bias Counselor	SEX BIAS	COUNS
885060 Single Parent/Homemaker Counselor	S PAR CNSL	COUNS
885097 Guidance Supervisor	GUID SUPV	COUNS or PROF COUNS at any grade level with Graduate Degree
885098 Guidance Departmental Duties	GUID DEPT	COUNS or PROF COUNS at any grade level
885200 Junior High Guidance	JH GUID	COUNS or PROF COUNS at any grade level
885400 Middle School Guidance	MS GUID	COUNS or PROF COUNS at any grade level
885600 Elementary Guidance	EL GUID	COUNS, PROF COUNS
887000 School Psychological Examiner	S P E	SPE
887200 School Psychologist	SCH PSYCH	SCHL PSYCH (or appropriate license)
887400 School Social Worker	SCH SOC WK	Master's Degree in Social Work

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
887600 School Nurse	SCH NURSE	RN licensed by State Board of Nursing
887800 Parent Educator	PARENT ED	None (See Exhibit 8)
887897 Parents as Teachers Supervisor	PAT SUPV	Parent Educator, teaching or administrative certificate
887900 Other Pupil Personnel	OTH P PER	According to duties
888100 Teacher Clerk	TEA CLERK	None (Needs HS diploma)
888200 Teacher Assistant	TEA ASST	None (Needs 60 college hours)
888300 Vocational Teacher Aide	VOC T AIDE	None (Needs 60 college hours or approval by Vocational Special Needs)
888400 Administrative Clerk (Title I only)	ADM CLERK	None
888500 Technology Technician/ Network Specialist	TEC/NET SP	None
889000 Diagnostic Speech/Language	SP PATH	SPCH/LANG SPCL or Licensure with Special Assignment Certificate
889100 Audiologist	AUDIOL	Master's Degree in Audiology and one year supervised experience (or a Certificate of Clinical Competence)
889200 Educational Diagnostician	DIAGNOS	SPE, COUNS, SCH PSYCH, any Special Education certificate with Graduate Degree
889300 Occupational Therapist	OCC THERP	Listed on Professional Registry
889400 Physical Therapist	PHYS THERP	License issued by Missouri Board of Healing Arts
889500 Orientation and Mobility Specialist	MOBIL SPEC	BL PS (plus specialized course work)
889600 Interpreter for Deaf	INTRP-DEAF	Approval by Special Education Section
889700 Home/School Coordinator	H-S COORD	Master's Degree in Social Work
889900 Vocational Adjustment/ Work Experience Coordinator	VAC/WEC	Approval by Division of Vocational Rehabilitation

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
√ *99 MISCELLANEOUS*	(Certificates must be at proper grade level unless otherwise noted.)	
996000 Academic Program, Related On-Campus Instruction	ACAD ON-C	Certification in subject area
996001 Academic Program, Off-Campus	ACAD OFF-C	Certification in subject area
994025 ACT/SAT Preparation	ACT-SAT	Any certificate
990099 Advisor/Homeroom	ADV/HMRM	Any certificate at any grade level
999920 Allied Arts	ALLIED ART	ALLIED ARTS, ART, V MUS, IN MUS
994210 At Risk	AT RISK	Any certificate at any grade level
999940 Audiovisual	AUD-VISUAL	IN MED TECH, LIB, LRN RS DIR, LIB MED SPEC
994010 Basic Skills	BAS SKILLS	Gr K-3: ELEM or PK-3 Gr 4-6: ELEM or MIDDLE Gr 7-8: ELEM, MIDDLE, or SOC ST and LANG ARTS Gr 9-12: ENG and SOC ST
994015 Basic Skills (Vocational)	VOC BAS SK	ELEM, any MIDDLE SCHOOL, MATH 7-12, ENG 7-12, LRN DS, MEN RT, MEN HAND, or approval by Vocational Special Needs
999915 Cadet Teaching	CADET TEA	Any certificate
995050 Career Education	CAREER ED	COUNS, PROF COUNS
997000 Career Exploration Program, Related On-Campus Instruction	C EX ON-C	Any certificate
997001 Career Exploration Program, Off-Campus	C EX OFF-C	Any certificate
991015 Community Service	COMMUN SER	Any certificate
991100 Computer Literacy	COMPTR LIT	Any certificate
991105 Computer Science	COMPTR SCI	Any certificate
991197 Computer Supervisor	COMP SUPV	Any certificate at any grade level with Graduate Degree
991198 Computer Departmental Duties	COMP DEPT	Any certificate at any grade level
999925 Dance	DANCE	DANCE (Special Certificate)
994400 Detention Center Services	DETEN CNTR	Any certificate
990303 Double-Staffed Transition Program (Title I)	DBL STAFF	ELEM, PK-3
991010 Exploratory & Enrichment	EXP-ENRICH	Any certificate
990808 Gifted	GIFTED	GIFTED if state-funded program; any certificate if not state funded
990898 Gifted Departmental Duties	GIFT DEPT	GIFTED at any grade level if state-funded program; any certificate at any grade level if not state funded

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COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
990897 Gifted Supervisor	GIFT SUPV	GIFTED at any grade level with Graduate Degree if state-funded program; any certificate at any grade level with Graduate Degree if not state funded
998800 In-School Suspension	I-S SUSPEN	Any certificate at any grade level, excluding PK-3
993000 Junior ROTC	JR ROTC	ROTC or SUPV APPROVAL (Program must be under auspices of a branch of the military)
994020 Life Skills	LIFE SKILL	Any certificate
993098 ROTC Departmental Duties	ROTC DEPT	ROTC or SUPV APPROVAL
993097 ROTC Supervisor	ROTC SUPV	ROTC or SUPV APPROVAL
999930 Library Science	LIB SCI	LIB, LIB MED SPEC
990000 Planning Time	PLAN TIME	None
991900 Special Education Caseload Formula Contact Number	SE CONTACT	None (See Exhibit 16)
999999 Study Hall	STUDY HALL	Any certificate at any grade level
994012 Study Skills	STDY SKILL	Any certificate
990088 Travel Time Between Buildings	TRAV TIME	None
996300 Vocational Preparation	VOC PREP	IND ARTS, VOC PREP, (Special Certificate) or any vocational certificate
996800 Vocational Supplemental Teaching Assignment	VO SPL TEA	IND ARTS or any HS vocational teaching certificate

MISSOURI TEACHING CERTIFICATION REQUIREMENTS
ELEMENTARY/MIDDLE (GRADES PRE-K - 8)

SELF-CONTAINED CLASSES (Pre-K - 8)	CERTIFICATE REQUIRED
Early Childhood Education (Pre-Kindergarten)	B-3, PK-3* or SPEC ED ER CH
Kindergarten	K, PK-3 or B-3
Grades 1 through 3	B-3, PK-3 or ELEM
Grades 4 through 8	ELEM (includes K-8, 1-8, 1-6)

*Teachers with K-8 life certificates issued prior to September 1, 1982, and who taught K or PK (for at least one full school year in Missouri public schools) prior to September 1, 1982, will be considered as "grandfathered" and may continue to teach PK with the K-8 life certificate.

DEPARTMENTALIZED (5-8)	CERTIFICATE REQUIRED
Grades 5-6	Certification at proper grade level in subject area except: (1) Basic academic subjects may be taught on ELEM certificate (2) Subjects may be taught on appropriate subject-area-specific 7-9/7-12 certificates (grades 5 and 6 may be taught on a 7-12 certificate) (3) Exploratory subjects may be taught on appropriate subject-area-specific 9-12 certificates
Grades 7-8	Certification at proper grade level in subject area except: (1) ELEM (K-8, 1-8) certification may be used to teach only classes in English, social studies, developmental reading, computer literacy, basic skills, and at-risk (math and science may not be taught on an ELEM certificate) (2) Exploratory subjects may be taught on appropriate subject-area-specific 9-12 certificates

SEQ - SEQUENTIAL NUMBER CODE
(Screens 20 and 22)

Sequential Number is an Arabic number 1 through 9 (not Roman numeral) which identifies the content of courses taught at more than one level (for example, Language Arts 1, 2, 3; Algebra 1, 2.) If a course is offered at more than one level, it is essential that the proper sequence number be shown for each course (including the basic or sequence "1" level) in order to receive proper credit on the district's program of studies.

A sequence level of "1" should not be used unless more than one level of that course is taught. If only one level of course content is offered, leave SEQ blank.

GRADE LEVEL CODES - COURSE AND ASSIGNMENT
(Screen 20)

IT	Infant/Toddler
PK	Three- and four-year-olds
K	Kindergarten
01-12	Grades 1-12 (use one specific grade level)
13	High School (typically grades 9-12, but use also for nonteaching positions such as principals when grades 7 and 8 are included in high school building)
14	Junior High (any combination that includes only grades 7-9)
15	Middle School (any combination that includes only grades 4-8)
16	Elementary (any combination that includes only grades K-8)
17	Any combination of grades K-12 which includes a greater grade span than those included in 13 through 16 above. (Grade 17 is typically used for superintendents, nurses, etc., and is usually reported in building 1000.)

The grade reported on Course and Assignment Data screen (20) is the grade level at which the curriculum is designed to be taught. It should reflect the **grade at which the course curriculum is meant to be offered**, not necessarily describe the students in the classroom. For example, if General Science is offered as a 9th grade class, it should be reported as grade 9 even though some 10th and 11th grade students may be in the classroom. Conversely, a Physics class offered as a junior level (or third high school year) course that contains advanced standing freshmen and/or sophomores should be coded grade 11 (not grade 13).

PROGRAM CODE
(Screen 20)

Code	Program
00	Nonfunded (for use when Vocational, Gifted, and Remedial Programs are provided by the district but are not state and federal assisted and with general and pre-vocational home economics classes)
01	Vocational
02	Vocational Special Needs (Disadvantaged and Handicapped)
03	Title I, ESEA
04	Title I, ESEA, Migrant Program
05	Title VI, ESEA (formerly Chapter 2)
06	Special Education - K-12 and Early Childhood Special Education age 5K (kindergarten eligible) and 6
07	Early Childhood/Parent Education (Early Childhood Development Act)
08	Gifted (Use course code 990808)
09	Special Education (fiscal agent) services provided to other districts
10	Title IV, ESEA (Safe and Drug-Free Schools and Communities) (Federal)
11	Safe Schools Educational Services Grant (State)
14	Homeless
15	Remedial Reading - HB 474 with no Title I funding
16	Juvenile Detention Center
17	Early Childhood Special Education - 3- and 4-year-olds (and 5 Pre-K)
19	Special Education (participating district) services provided by another district/co-op
20	Title II, ESEA (Eisenhower Professional Development Program)
21	Federal Programs Administrators Pool
23	Title I, Teacher Assistant
27	Missouri Preschool Projects
33	Title I, Teacher Clerk

DELIVERY SYSTEM
(Screen 20)

Code	Delivery System
A	Educational Resource Teacher
B	Cross-Categorical Resource Room
C	Resource Classroom and ECSE Itinerant, School-Based
D	Itinerant Teacher and ECSE Itinerant, Traveling
E	Class Within a Class (See Exhibit 16)
F	Cross-Categorical Self-Contained Classroom
G	Self-Contained Classroom and ECSE Teacher, Center-Based
H	Before- or After-School Services (including Early Childhood Special Education)
J	Vocational Special Needs - Disabled
JH	Vocational Special Needs - Disabled, Before- or After-School Services
K	Vocational Special Needs - Disadvantaged
KH	Vocational Special Needs - Disadvantaged, Before- or After-School Services
L	Parent Educator - Direct Services
LH	Parent Educator - Direct Services, Before- or After-School
M	Parent Educator - Contract with Another District
MH	Parent Educator - Contract with Another District, Before- or After-School Services
N	Parent Educator - Contract with Another Agency
NH	Parent Educator - Contract with Another Agency, Before- or After-School Services

Code	Delivery System
PA	Personal Assistant - Special Education One-on-One Aide
S	Electronic Media (Satellite)
W	Schoolwide Project (Title I)
1-9	Team Teaching (Member)*
T1-T9	Team Teaching (Leader)*
C1-C9	Combined Classes**

*Team Teaching

Team teaching identifies teachers cooperating in a joint instructional project within the same subject and group of students. Each team should be identified by a number and each teacher's assignment for that team project must be identified by the same team number. Indicate the team leader by the letter "T" preceding the team number in the delivery system. For example, the leader of Team 1 within a building would be designated by a delivery system of "T1" and the other members of that team would be shown with a "1" in the delivery system. Report the total class enrollment for the team leader, and leave the enrollment blank for other teachers on the team. Team teaching delivery system codes are not to be used for special education teachers.

**Combined Classes

Combined classes are situations where students of two or more different subjects or course sequence levels (or grade levels for self-contained elementary classes) are taught during the same time period by the same teacher. Indicate which classes are combined by entering "C1" in the delivery system for each class combined during that time period. (If another group of classes taught by the same teacher is also combined, enter "C2" for each of those classes, etc.) The minutes per week for that class period should be divided by the number of classes being combined. For example, French 2 and French 3 taught together during a 250-minute class period are shown as two separate assignments with a delivery system of "C1" and 125 minutes per week for each class.

REPORTING GUIDELINES FOR ESEA TITLE I PROGRAMS
(Screen 20)

All Title I funded positions, whether professional or nonprofessional, are to be reported. This includes **ALL** assignments approved in the application, full or part-time, during or outside of school hours.

Title I assignments are reported with Program Code 03 except as follows:

Teacher assistants are indicated by the same subject-area code as the teacher assisted and a two-digit Program Code of 23 (the "2" indicates the person is a teacher assistant and the "3" indicates Title I funding).

Teacher clerks are indicated by the same subject-area code as the teacher assisted and a two-digit Program Code of 33 (the first "3" indicates the person is a teacher clerk and the second "3" indicates Title I funding).

Administrative clerks (secretaries to administrators) are indicated by Course Code 888400.

Enrollment for elementary Title I funded teachers is reported as the total daily case load for each subject area. (Do not list each specific class.) If an elementary Title I teacher is assigned more than one subject area, each is listed as a separate assignment with the total enrollment for each subject area indicated. If departmentalized, each Title I class is listed as a separate assignment with the enrollment in each class indicated.

For double-staffed (transition) classrooms in which one teacher is district-paid and the other is funded through Title I, use Course Code 990303 for both teachers. Report an assignment including the grade level, enrollment, and minutes for each teacher. Enter Delivery System "G" for the Title I teacher only (to indicate a self-contained classroom). If there are two or more double-staffed classrooms at a school building, indicate which teachers are grouped together by using the "Comments" area.

See the reverse side of this exhibit for a Title I coding conversion list.

The coding conversions listed below are provided for your convenience. If you have specific questions, call the Title I office.

TITLE I ACTIVITY CODE DELIVERY SYSTEM		TITLE I ACTIVITY NAME	CORE DATA COURSE CODE	CORE DATA DELIVERY SYSTEM
10	C	Remedial Reading	054840	C
11	C	Remedial Math	115891	C
12	C	Remedial Language Arts	054891	C
14	G	Preschool/Early Childhood	NONE	G
15	G	Extended Day Kindergarten	NONE	G
16	C	Small Class Pull Out/In Class	*	C
17	C	Basic Skills (N/D Activity)	994010	C
17	H	Basic Skills (N/D Activity)	994010	H
18	G	Double-Staffed Room	990303	G
19	A	Resource Teacher	*	A
20	C	Tutorial	*	C
20	H	Tutorial	*	H
21	Z	Other (Academic)	*	C or H
22	H	Non-Public Remedial Reading	054840	H
23	H	Non-Public Remedial Math	115891	H
24	H	Non-Public Remedial Language Arts	054891	H
25	H	Non-Public Other	*	H
26	Z	Administration/Supervision	881700	C, H or NONE
29	Z	Parent/Community Involvement	**	C, H or NONE
30	Z	Other Support	**	C, H or NONE
31	Z	Curriculum Development	**	NONE
32	Z	Reading Recovery	054841	C
33	W	Schoolwide Project	*, **	W
34	C	Developmental Skills	NONE	C

* Enter the course code for the specific academic subject taught or the support service rendered. Caution: 994010 (Basic Skills) and 994210 (At-Risk) are not intended as "catch-all" codes for Title I.

** If no course code from Exhibit 10 is appropriate, use 887900 (Other Pupil Personnel) with a specific job title entered on the "Comment" line and use Position Code 70.

REPORTING GUIDELINES FOR SPECIAL EDUCATION PROGRAMS
(Screens 18 and 20)

Special Education Teachers in K-12 Programs

For each categorical assignment indicate the proper course code, program code, grade level, total enrollment (CASE MANAGER CASELOAD), delivery system, and total minutes per week. Using Course Code 991900, indicate the CONTACT NUMBER from the caseload formula in the Enrollment field. If a teacher is assigned in more than one building, compute the total CONTACT NUMBER for all assignments and enter on only one Screen 20. Do not report any other information on the 991900 line. For Class Within a Class (CWC) teachers, see next page.

Special Education Teacher Aides

Report aides using the same assignment line information as the teacher to whom assigned. Do not report Special Education Caseload Formula Contact Number (Course Code 991900) for a teacher aide.

Other Pupil Personnel

For Course Code 887900, Other Pupil Personnel, the specific job title must be entered on the comment line on Screen 20.

Early Childhood Special Education (ECSE) Personnel

All Early Childhood Special Education (ECSE) personnel serving children ages 3, 4, and 5 (5 defined as pre-kindergarten eligible, turning 5 after July 1) must be reported with Course Code 190900 and Program Code 17. If the teacher or aide is assigned two classes (1/2 day program each), they are reported with two assignments. (Speech/language pathologists working with ECSE students ages 3, 4, and 5 are reported with Course Code 196400 and Program Code 17.)

ECSE personnel working with children ages 5K (defined as kindergarten eligible, turning 5 before July 1) and 6 must be coded with a separate assignment using Course Code 190900 but **Program Code 06** to indicate school-age services. If a teacher had preschool and school children in an ECSE classroom for both AM and PM classes, the individual would be coded with four assignments on Screen 20. Speech/language pathologists working with children ages 5K and 6 would be coded with Course Code 196400 and Program Code 06. However, it would not be necessary to show the 5K- and 6-year-old children as a separate assignment from all other school-age children.

ECSE teachers, aides, and ECSE speech/language pathologists should be reported using the following Delivery System Codes:

ECSE Itinerant Teacher, Traveling	Delivery System D
ECSE Itinerant Teacher, School-Based	Delivery System C
ECSE Teacher, Center-Based	Delivery System G
ECSE Teacher, Speech/Language	Delivery System D

Special Education Caseload Formula Contact Number, Course Code 991900, is NOT reported for ECSE Personnel. All other reporting requirements are the same as for any other special education personnel.

Reporting Homeroom (Advisory Period) for Special Education Teachers

If a district provides a homeroom or advisory period to be staffed by all teachers in the building, this may be reported for special education teachers without impacting upon the Exceptional Pupil Aid payment provided:

(1) Students are randomly (or otherwise) assigned so that special education teachers are not assigned only special education students.
(2) The homeroom or advisory period is shorter (typically around 25 minutes) than the normal instructional periods.
(3) The homeroom or advisory period does not have as its primary focus a "study hall" or administrative holding period orientation.

Situations which meet the above parameters may be coded with Course Code 990099 and Program Code 06. All other administrative periods are subject to individual analysis and decisions by the Director, Special Education Grants Processing. Periods of normal or near normal length used primarily for administrative purposes or study periods are unlikely to be approved and must be entered with the Program Code field left blank.

Special Education Co-ops and Shared Teachers

When a special education teacher serves in more than one district on a cooperating or shared basis, the full salary and FTE are shown by the contracting (fiscal agent) district only. Assignments in the fiscal agent district are indicated using Program Code 6. Assignments in the participating districts are shown by the fiscal agent using Program Code 9. A Special Education Caseload Formula Contact Number must be shown for each district's assignment(s). Shared teachers will always be reported with more than one 991900 line.

Participating districts shall indicate the fiscal agent county-district code in the header information for Screen 18, Educator Data Update, and indicate the assignment for the teacher in their district using Program Code 19.

Class Within a Class

All Special Education teachers involved in the Class Within a Class service delivery should be reported using delivery system Code "E" on the assignment line(s) instead of "C" or "D." The Special Education Contact Number should be computed by counting the minutes per week for the first five (5) students only in each of the Class Within a Class periods assigned.

Case Manager Caseload (#IEPs)

The number of IEPs the teacher is responsible for on a case manager basis, regardless of which teacher may be actually implementing the IEP. Report the number of IEPs on the categorical assignment line in the Enrollment field on Screen 20.

Special Education Contact Number (CONTACT #)

The equivalent total number of student contact hours which accrue to the teacher during a normal school day. It includes all students served by the teacher regardless of which teacher serves as the case manager. The CONTACT # is a computed value, determined by dividing the total student minutes per week by the number of minutes per day the teacher has available for direct instruction in the special education setting.

REPORTING GUIDELINES FOR EARLY CHILDHOOD EDUCATION PROGRAMS
(Screens 18 and 20)

All pre-kindergarten education programs should be listed on the Core Data report. If the programs are special funded (such as Special Education or Title I), they should be reported following the guidelines established by those sections. Pre-kindergarten programs funded by the district should also be listed, and if they are tuition-based, this should be indicated in the "Comments" area. (PK-3 teaching certificates are not required for classification if the program is district funded.)

Parent Educators

Parent Educators are reported where they have duties or in building 1000.

Salaries are reported as Regular Term Salary even if outside the regular school day unless the total FTE would exceed 1.00. The salary for the portion of time exceeding 1.00 FTE should be reported as extra duty pay and an entry made in "Comments" to explain. Salary is estimated if necessary.

FTE includes all time spent including time spent outside the regular school day up to a total of 1.00 FTE. The portion of time exceeding 1.00 FTE is reported in the "Comments" area.

Grade level is reported as IT for services to parents of infants and toddlers or PK for services to parents of 3- and 4-year olds. If parents in both age groups are served, two assignment lines are required.

Minutes per week (which may be estimated) are reported for all assignments.

Position Code 70, Course Code 887800 and Program Code 7 are used.

Enrollment indicates the number of families served by the Parent Educator. If two assignments are listed, numbers of families served are reported for each age group (may be a duplicate count).

Delivery system codes used are "L", "M" or "N". For the portion of the FTE greater than 1.00, service provided after-school hours is identified by also entering an "H" (e.g., "LH", "MH" or "NH"). If the FTE is greater than 1.00, separate assignments are listed showing the minutes per week service occurs during the regular school day (the portion within the 1.00 FTE) and the minutes per week service occurs outside the school day (the portion greater than 1.00 FTE).

If Parent Education is provided through a co-op, the district operating the co-op reports those services offered to the families in their district in the same manner as participating districts. The co-op district reports "L" under delivery system while the participating districts report "M". The co-op district also reports a "Contracted Services" assignment (Code 880010) showing the minutes spent in the participating district(s).

An educator who supervises Parent Educators is reported as a "supervisor" (Position Code 30) using Course Code 887897. If any part of the time is actually working with parents as a Parent Educator, two separate screens are used with the appropriate Position Codes 30 and 70 and assignment designations. Qualifications for a Parent Educator are listed on the next page.

Parent Educator Qualifications

A Parent Educator is defined as the person responsible for delivering direct parent education services to families. The qualifications for a Parent Educator include:

1. Certification in one of the following:

   - Early Childhood Education
   - Early Childhood Special Education
   - Elementary Education
   - Vocational Home Economics (Family and Consumer Sciences)
   - Occupational Child Care Services

   and demonstrated ability in working with young children and their parents

OR

2. A two-year associate degree or two-year certificate program in Early Childhood Education, Child Development, or Nursing **and** demonstrated ability in working with young children and their parents

OR

3. Sixty college hours and two years of successful experience in a program working with young children and their parents

OR

4. Five years of successful experience in a *program* working with young children and their parents

AND

5. Parenting experience is *strongly recommended* but not required

AND

6. Successful completion of Department-approved training in parent education regardless of previous training and experience according to the following schedule:

   - A minimum of 30 hours of preservice training.

SPECIAL EDUCATION DISABILITY CODE
(Screens 9, 11 and 12)

This section provides definitions for each of the disability categories under IDEA.

Code Disability

01 - **Mental Retardation** - Refers to significantly subaverage general intellectual functioning which exists concurrently with deficits in adaptive behavior and is manifested during the developmental period which adversely affects the child's educational performance.

The mild/moderate mentally retarded are those students who are capable of academic, social and vocational training, but require specialized instructions to realize maximum skill development and meaningful integration into adult society.

The severe mentally retarded are those students who have potential for training in self-care, social adjustment, and vocationally related areas rather than academic. During adulthood they may function profitably at home and/or in specialized situations such as sheltered workshops and supervised living experiences.

The profound mentally retarded are those students who are capable of very little self-care and must have constant attention to survive.

02 - **Behavior Disorders** - Refers to manifestations, such as the following, exhibited over an extended period of time and to a mark degree:

(a) Difficulties in learning that cannot be explained by cultural, intellectual, sensory, or other health factors;

(b) Difficulties in building or maintaining satisfactory interpersonal relationships with peers, parents, and teachers;

(c) General pervasive mood of unhappiness or depression;

(d) A tendency to develop physical symptoms, pains, or fears associated with personal or social problems

03 - **Speech/Language Impaired** - May include children in either the language disorder category or the speech disorder category.

(a) Language disorder is a reduced ability, whether developmental or acquired, to comprehend or express ideas through spoken, written, or gestural language. The disorder may involve forms of language, content of language, or function of language.

(b) Speech disorder is difficulty with the mechanics of speech production which speech is the mode of expressing language. Speech disorders may be observed in voice, articulation, fluency or any combination of the above.

Code Disability

04 - **Physically Impaired** - Having a medically diagnosed physical condition causing educationally related problems. These conditions will require specific material modifications, special adaptation, special equipment or therapies. Physically impaired may refer to muscular or neuromuscular conditions which significantly limit the ability to move about, sit or manipulate the materials required for learning; or skeletal abnormalities which affect ambulations, posture, and body use necessary in school work.

05 - **Partially Seeing** - Visual acuity so limited as to require specific educational compensation of a significant nature in order for the learning needs of the students to be met adequately by the school. Generally a student that is partially-sighted has a central visual acuity range of 20/70 to 20/200 in the better eye with best correction by glasses.

06 - **Blind** - Visual acuity so limited as to require a comprehensive educational program using large print and recorded materials, mobility training, Braille skills, self-help, and daily skills development. Generally a student with a blindness has a central visual acuity of 20/200 or less in the better eye after best correction by glasses or peripheral vision of 20 degrees or less.

07 - **Hard of Hearing** - A permanent or fluctuating hearing loss which is less severe and permits the use of the auditory channel as the primary means of developing speech and language skills.

08 - **Deaf** - A hearing loss so severe that it precludes the use of the auditory channel as the primary means of developing speech and language skills.

09 - **Learning Disabilities** - A disorder in one or more of the basic psychological processed involved in understanding or in using language, spoken or written, which may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or do mathematical calculations. The term includes such conditions as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does not include children who have learning problems which are primarily the result of visual, hearing or motor disabilities; mental retardation; emotional disturbance; or environmental, cultural or economic disadvantage.

10 - **Other Health Impaired** - A medically diagnosed physiological condition causing educational-related problems. The conditions will require special material modification, special adaptation, special equipment or therapies. Other health impaired may refer to disabilities which result in reduced efficiency in school work because of temporary or chronic lack of strength, vitality or alertness due to health problems.

11 - **Deaf-Blind** - Refers to sensory impairments occurring in combination with each other. The combination of these visual and hearing impairments causes significant educational problems.

12 - **Multidisabled** - Refers to physical and/or sensory impairments occurring in combination with each other or concomitantly with other disabling conditions. The combination of these conditions causes such severe problems that they cannot be accommodated in special education programs solely for one of the impairments (examples: physically impaired/mentally retarded; hearing impaired/physically impaired).

Code Disability

13 - **Autism** - Refers to a developmental disability which includes disturbances in:

(a) developmental rate and/or sequences;

(b) responses to sensory stimuli;

(c) speech, language, and cognitive capacities and objects and which adversely affects educational performance; and

(d) capacities to relate to people or events.

14 - **Traumatic Brain Injury** - Refers to an acquired injury caused by an external event resulting in total or partial functional disability or psychosocial maladjustment that adversely affects educational performance. The term does not include congenital or degenerative brain injuries. It does include open and closed head injuries.

15 - **Early Childhood Special Education** - Refers to all children, birth to six years of age, who have or are suspected of having a significant delay in the developmental areas of cognition, speech and language, social/emotional/behavioral, fine motor, gross motor, hearing, and vision when compared to the typical, expected development of children of similar ages. (Screen 11 only.)

NOTE: For further information regarding these definitions, refer to the current copy of the *Missouri State Plan for Part B of the Individuals with Disabilities Education Act.*

SPECIAL EDUCATION PLACEMENT CATEGORIES CODE
(Screen 11)

Code	Early Childhood Placement Categories *(Ages 0-6)*
0001 Census	**Part C** - Children ages 0-35 months who are known to have a disability and are receiving Part C services based on an IFSP.
0002 Census	**Unknown Services** - Children ages 0-6 who are known to have a disability but the type of services are unknown or the child's parent(s) have refused services.
0101	**Individual Early Childhood Special Education (ECSE) - Home** - Students ages 3-6 who are diagnosed as ECSE and receive all of their special education and related services, by district salaried or contracted staff, in the principle residence of the child's family or caregivers. This does not include children whose families receive routine home visits in order to meet the monthly parent contact requirement for other categories.
0102	**Individual ECSE - Nonclassroom-Based Itinerant, Neutral Site** - Students ages 3-6 who are diagnosed as ECSE and receive all of their special education and related services, by district salaried or contracted staff, at a school or other neutral location, for short periods of time. The neutral location may not be a clinic or hospital, those children are reported in the "clinic/hospital" category. These services may be provided individually or to a small group of children with disabilities. This does not include children receiving services at home; those children are reported in the "home" category. A small group of two children receiving ECSE speech therapy at the public library would be counted in this category.
0103	**Individual ECSE - Clinic/Hospital** - Students ages 3-6 who are diagnosed as ECSE and receive all of their special education and related services, by district salaried or contracted staff, at a location such as a hospital or outpatient clinic, for short periods of time. These services may be provided individually or to a small group of children with disabilities. This does not include children receiving services at home; those children are reported in the "home" category.
0104	**Residential - Medical Facility** - Students ages 3-6 who are diagnosed as ECSE and receive all of their special education and related services in residential medical facilities on an in-patient basis.
0201	**Early Childhood Setting - Head Start** - Students ages 3-6 who are diagnosed as ECSE and receive all of their special education and related services, by district salaried or contracted staff, at Head Start, a federally-funded program designed primarily for children who are economically disadvantage.
0202	**Early Childhood Setting - LEA-Operated Early Childhood Program** - Students ages 3-6 who are diagnosed as ECSE and receive all of their special education and related services by district salaried and contracted staff, in an LEA-operated (Local Education Agency) early childhood program designed primarily for children without disabilities, e.g., Title I preschools, state at-risk (line 14) funded preschools, LEA-funded or tuition-based preschools/child care, or PAT play groups. Children should be counted in this category whether the amount of special education and related services they receive falls into the classroom or itinerant service delivery models.

Code	Early Childhood Placement Categories *(Ages 0-6)*
0203	**Early Childhood Setting - Community Preschool/Day Care** - Students ages 3-6 who are diagnosed as ECSE and receive all of their special education and related services by district salaried or contracted staff, at a community preschool or child care designed primarily for children without disabilities.
0204	**Early Childhood Setting - Public University** - Students ages 3-6 who are diagnosed as ECSE and receive all of their special education and related services by district salaried or contracted staff, at programs such as university-operated preschools or child care settings designed primarily for children without disabilities.
0205	**Early Childhood Setting - Kindergarten** - Total of nonkindergarten age eligible five year olds (children who turned five after August 1 who have a noncategorical or categorical diagnosis), who received all of their special education and related services by district salaried or contracted ECSE staff, in the kindergarten classroom. This category may be used if the child is in kindergarten but has an ECSE diagnosis.
0301	**Group ECSE in Integrated Building - Self-contained/Noncategorical** - Students ages 3-6 who are diagnosed as ECSE and receive all of their special education and related services by district salaried or contracted staff, in special education classrooms designed primarily for children with a noncategorical diagnosis and housed in regular school buildings or other community-based settings where children without disabilities are present. This includes children in reverse mainstreamed classrooms, blended programs, those classrooms housed next to LEA-operated early childhood centers and ECSE classrooms in elementary buildings.
0302	**Group ECSE in Integrated Building - Self-contained Visually Impaired** - Students ages 3-6 who are diagnosed as ECSE and receive all of their special education and related services, by district salaried or contracted staff, in special education classrooms designed primarily for children with visual impairments housed in regular school buildings or other community-based settings where children without disabilities are present.
0303	**Group ECSE in Integrated Building - Self-contained Hearing Impaired** - Students ages 3-6 who are diagnosed as ECSE and receive all of their special education and related services, by district salaried or contracted staff, in special education classrooms designed primarily for children with hearing impairments housed in regular school buildings or other community-based settings where children without disabilities are present.
0401	**Group ECSE in Segregated Building - Self-contained/Noncategorical** - Students ages 3-6 who are diagnosed as ECSE and receive all of their special education and related services by district salaried or contracted staff, in special education classrooms designed for children with noncategorical diagnosis, housed in public or private day schools specifically for children with disabilities.
0402	**Group ECSE in Segregated Building - Self-contained Visually Impaired** - Students ages 3-6 who are diagnosed as ECSE and receive all of their special education and related services, by district salaried or contracted staff, in educational programs designed for children with visual impairments, housed in public or private day schools specifically for children with disabilities.

Code	Early Childhood Placement Categories *(Ages 0-6)*
0403	**Group ECSE in Segregated Building - Self-contained Hearing Impaired** - Students ages 3-6 who are diagnosed as ECSE and receive all of their special education and related services by district salaried or contracted staff, in educational programs designed for children with hearing impairments, housed in public or private day schools specifically for children with disabilities.
0501	**Combination of Multiple Settings - Home/Early Childhood** (or other combinations of early childhood settings) - Students ages 3-6 who are diagnosed as ECSE and receive services from district salaried or contracted staff, in multiple settings, such that: (1) a portion of their special education and related services are provided at home (this does not include children whose families receive routine home visits in order to meet the monthly parent contact requirement for other categories) and (2) the remainder of their special education and related services are provided in educational programs designed primarily for children *without* disabilities OR all special education and related services are provided in two or more settings designed primarily for children without disabilities, i.e., special education and related services are provided both at a Head Start location and a Title I classroom.
0502	**Combination of Multiple Settings - Early Childhood/Early Childhood Special Education** - Students ages 3-6 who are diagnosed as ECSE and receive services by district salaried or contracted staff, in multiple settings, such that: (1) a portion of their special education and related services is provided in educational programs designed primarily for children *without* disabilities or the home (this does not include children whose families receive routine home visits in order to meet the monthly parent contact requirement for other categories) and (2) the remainder of their special education and related services are provided in programs designed primarily for children *with* disabilities. A child receiving itinerant ECSE services in a community child care in the morning and in an ECSE classroom in the afternoon would be counted in this category.
0701	**Residential - Private** - Students ages 3-6 who are diagnosed as ECSE and receive all of their special education and related services in privately-operated residential schools on an in-patient basis, such as a district contracting with approved private residential agencies.
0702	**Residential - Public** - Students ages 3-6 who are diagnosed as ECSE and receive all of their special education and related services in publicly-operated residential schools on an in-patient basis, such as DMH/DFS or other state agency-operated residential facilities. This does *not* include the child who has been placed by DMH/DFS in a residential facility but receives their special education in one of the nonresidential categories.

Code	School Age Placement Categories *(Ages 5K-22)*
1101 Census	**No Special Services Required** - These students with disabilities are able to function in the regular classroom without special education services. An IEP is not required to identify needed services. Include students who reside in your district who are under the age of 21 and have graduated or completed an approved program ***and*** include students who have dropped out but still reside in the district and may decide to return to the district.
1102	**Regular Class - Class Within a Class** - A collaborative teaching model between a regular education teacher and a special education teacher that includes students with mild disabilities served in the regular classroom. The regular classroom teacher continues to be primarily responsible for the course content and the teaching of that content while the special education teacher is responsible for monitoring the progress of each special education student, providing modified materials, consulting with the regular classroom teacher, and reinforcing various learning strategies or study skills. The teachers work collaboratively to enhance the regular curriculum by consistently and systematically implementing teaching strategies and providing instruction in learning strategies. Note: This could include students with disabilities placed in an alternative school program with nondisabled peers.
1103	**Regular Class - Regular Curriculum with Modifications** - Minor to substantial modifications necessary to support inclusive education practices. Such modifications may include, but not be limited to the items listed below and includes students removed from regular classroom **up to 20.9 percent** of the school day. Note: This could include students with disabilities placed in an alternative school program with nondisabled peers. • Teacher consultation including demonstration/prescriptive teaching by the special education teacher to provide examples of modified instructional approaches • Modified teaching/learning strategies; may include the use of assistive/adaptive devices/technology • Modification of curriculum to accommodate the individual needs displayed by the student with disabilities • Demonstration of adapted materials or equipment procured to facilitate the integration of students with disabilities • Transdisciplinary instructional/therapeutic models • Model implementation of behavior management systems to accommodate the needs of students with disabilities • Use of a paraprofessional in the regular classroom to facilitate implementation of goals and objectives from the IEP.
1104	**Regular Class - Parallel Curriculum** - These students are in a regular class working on the same general subject matter as nondisabled students, but at a different level of difficulty (i.e., in a high school the nondisabled students may be working in geometry, while the student with disabilities works at simple identification of shapes and sizes). Note: This could include students with disabilities placed in an alternative school program with nondisabled peers.
1201	**Resource** - This includes students who are enrolled in a regular classroom for most of the school day yet require supportive special education instruction in specific deficit areas, and are removed from the regular classroom of instruction for **21 percent to 60 percent** of the school day. Students with disabilities may be seen by a resource teacher daily or less frequently. Note: This could include students with disabilities placed in an alternative school program with nondisabled peers.

Code	School Age Placement Categories *(Ages 5K-22)*
1301	**Self-contained** - This includes students whose disabilities are so severe as to require special education instruction for **60.1 percent or greater** of the school day in a setting outside a regular education classroom. This includes students who may have minimal interaction with nondisabled peers, such as during art, music, PE, lunch or recess. Note: This could include students with disabilities placed in an alternative school program with nondisabled peers.
1401 Census	**Separate School - State Operated** - This includes residential and day programs operated by the State Board of Education (School for the Blind, School for the Deaf, and State Schools for the Severely Handicapped). Also include in this category any students that are currently being served under homebound or at a private agency through a state school.
1402	**Separate School - Private** - This includes students with disabilities who are served by a private educational agency other than a parochial school. This includes those approved private agencies with whom districts contract to provide special education services to students within their district.
1403	**Separate School - Public** - This includes those students with disabilities **placed by the IEP team** in a segregated facility operated by a public school. This *does not* include residential facilities and does not encompass facilities that include nondisabled students such as alternative school programs.
1501 Census	**Parochial/Private - No Public School Education Services** - Special education services are provided to students with disabilities in the parochial school setting by the parochial school. This could also be used for a student with a disability that is receiving services in a home, private, or parochial school and receiving **no special education services from the school district**.
1601	**Homebound/Hospital** - Due to student's illness, medically fragile condition, or a disciplinary suspension, the student receives special education at home or in a hospital via a visiting teacher or telephonic instruction based on the student's IEP.
1701	**Residential - Private** - Students ages 5K-22 with disabilities placed in privately-owned residential facilities **by the public school IEP team**, where they are receiving their special education services. This *does not* include students living in private residential facilities but attending public schools.
1702 Census	**Residential - Public** - Residential facilities providing educational programs for students placed by the Department of Mental Health or the Division of Youth Services. The educational program is provided within the facilities. Examples include the Habilitation Centers at Higginsville, Marshal, and St. Louis; the Comprehensive Psychiatric Services provided at St. Joseph and Fulton; or Youth Centers operated by the Division of Youth Services.

SPECIAL EDUCATION EXIT CATEGORIES CODE
(Screen 12)

Code Exit Category **(Ages 14-22)**

01 - **Returned to Regular Education** - Students who were served in special education during the school year but returned to regular education as a result of having met the objectives of their IEP. These students no longer have an IEP and are receiving all of their educational services from the general education program.

02 - **Graduated with a Diploma** - Students with disabilities who exited the educational program through the receipt of a high school diploma identical to that for which students without disabilities are eligible. This includes students with disabilities who meet state and local graduation requirements by taking and passing regular courses with or without modification and/or successfully achieving IEP goals and objectives.

03 - **Graduated with a Certificate** – Students with disabilities who exited an educational program through the receipt of a certificate of attendance. This includes students who reached age 21 or otherwise terminated their education and who have met the district's attendance requirements.

04 - **Reached Maximum Age** - Students with disabilities who exited an educational program because they reached the maximum age for receipt of educational services and did not receive a diploma or certificate of attendance.

05 - **Died** - Students with disabilities who died during the school year.

06 - **Moved, Known to be Continuing** - Students with disabilities who moved out of the district and are known to be continuing in another special or general educational program. This includes students who previously received special education services from the district but left the district to attend a home school or private/parochial school.

07 - **Moved, Not Known to be Continuing** - Students with disabilities who have moved out of the district and are not known to be continuing in any type of educational program (i.e., no records request from another educational program).

08 - **Dropped Out** - Students with disabilities who were enrolled during the year and were not enrolled at the end of the year and did not exit through any of the other categories. This includes dropouts, runaways, expulsions, and status unknown.

GENERAL REPORTING GUIDELINES FOR STUDENTS WITH DISABILITIES
(Screens 11 and 12)

1. Special education is defined in the law as "Specially designed instruction at no cost to parents or guardians, to meet the unique needs of a child with a disability, including classroom instruction, instruction in physical education, home instruction, instruction in hospitals and institutions, and in other settings."

2. Related Services is defined in the law as "transportation and such developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education, and includes speech pathology and audiology, psychological services, physical and occupational therapy, recreation, including therapeutic recreation, early identification and assessment of disabilities in children, counseling services, including rehabilitation counseling, and medical services for diagnostic or revaluation purposes. The term also includes school health services, social work services in schools, and parent counseling and training."

3. You must ensure that an Individualized Education Program (IEP) has been developed and appropriate procedural safeguards have been followed for each child with a disability who is receiving special education and related services. A child must have an IEP in place and receiving services as of December 1, to be eligible for child count reimbursement.

4. Include each child in the count only one time, categorized by the primary disability and by the child's age as of December 1.

5. Contractual students are counted by the district paying for the contract not the district providing the service. This would include elementary districts whose secondary students attend in a neighboring district as well as students with disabilities who reside in your district and are served in neighboring districts on a tuition basis.

6. Include in the count children with disabilities being serviced by approved not-for-profit agencies through contracts administered by your district.

7. Include in the count children with disabilities who attend private/parochial schools if your district provides special education services in your facilities or in a neutral setting, before school, after school, on Saturdays, or during the regular school day as outlined on the IEP.

8. Include in the count students who are receiving homebound services if they are determined to be disabled and require special education services prior to the initiation of homebound services or will be provided special education services upon the completion of the homebound services.

9. Students who are eligible for Exceptional Pupil Aid due to an acute illness, i.e., pregnancy, broken limbs, or other "temporary illness" shall not be counted.

10. The various categories of children with disabilities are defined in Appendix A of the Missouri State Plan for Part B of the Individuals with Disabilities Education Act.

11. Individuals who are included in the age category of twenty-two plus (22+) must meet the same eligibility requirements for counting (i.e., a categorical diagnosis and receiving special education according to an IEP).

12. Children ages 0-35 months should be included in the ECSE diagnostic category using either the Part C or Unknown Services placement category.

13. Children ages 3, 4, and 5 who meet the ECSE eligibility criteria should use the ECSE placement categories.

14. Children who turn 6 after August 1 and still have an ECSE diagnosis can be included in the ECSE placement categories.

15. Children that are kindergarten eligible, age 5 by August 1, should have a categorical diagnosis and be included in the school age placement categories.

16. Children and youth will be eligible for child count reimbursement according to the following guidelines.

Disability Category: All

Ages: 3-21

Placements:

0101 Individual Early Childhood Special Education (ECSE) - Home
0102 Individual ECSE - Nonclassroom-Based Itinerant, Neutral Site
0103 Individual ECSE - Clinic/Hospital
0104 Residential - Medical Facility
0201 Early Childhood Setting - Head Start
0202 Early Childhood Setting - LEA-Operated Early Childhood Program
0203 Early Childhood Setting - Community Preschool/Day Care
0204 Early Childhood Setting - Public University
0205 Early Childhood Setting - Kindergarten
0301 Group ECSE in Integrated Building - Self-contained/Noncategorical
0302 Group ECSE in Integrated Building - Self-contained Visually Impaired
0303 Group ECSE in Integrated Building - Self-contained Hearing Impaired
0401 Group ECSE in Segregated Building - Self-contained/Noncategorical
0402 Group ECSE in Segregated Building - Self-contained Visually Impaired
0403 Group ECSE in Segregated Building - Self-contained Hearing Impaired
0501 Combination of Multiple Settings - Home/Early Childhood
0502 Combination of Multiple Settings - Home/Early Childhood Special Education
0701 Residential - Private
0702 Residential - Public
1102 Regular Class - Class Within a Class
1103 Regular Class - Regular Curriculum with Modifications
1104 Regular Class - Parallel Curriculum
1201 Resource
1301 Self-contained
1402 Separate School - Private
1403 Separate School - Public
1601 Homebound/Hospital
1701 Residential - Private

17. Census Payment: In addition to the above categories, the following students will be included:

0001 All children 0-35 months in the two infant and toddler categories (Part C).
0002 All children ages 0-6 with unknown services.
1101 No special services required ages for students ages 5-22.
1401 All students reported in the three state-operated programs (SSSH, MSB, and MSD).
1501 All students ages 5-22 in a parochial/private school receiving no public school education services.
1702 All students reported in public residential facilities.

ATTENDANCE CENTER NUMBERS
(Screen 08)

Department-Assigned School Number	Attendance Centers Identified
1000	Central office administrative personnel
1010	Special education cooperatives
1015	County juvenile detention centers
1020	Special centers where attendance is reported at another building, such as, alternative schools and gifted centers
1030	Residential treatment centers
1050 - 1099 1200 - 1999	High schools (typically grades 9-12 but may include grades 7-12)
1100 - 1199	Area vocational schools
2000 - 2999	Junior high schools (any combination which includes departmentalized grades 7-9)
3000 - 3999	Middle schools (any combination which includes grades 4-8 and is at least partly departmentalized)
4000 - 6999 (except 6010 - 6015)	Elementary schools (any combination that includes grades K-08)
6010 - 6015	Hospitals
7000 - 9989 (except 7010 and 7500 - 7999)	Specific external locations for St. Louis County Special School District
7010	Schools for severely handicapped students operated by a local school district
7500 - 7999	Preschool attendance centers
9990	External locations used by Pemiscot County Special School District, St. Louis County Special School District, and St. Louis City Public Schools to report teachers located in nonpublic school attendance units

VOCATIONAL HANDICAPPED AND DISADVANTAGED STUDENTS
(Screen 20V, 26, 27)

HANDICAPPED (DISABLED) INDIVIDUALS

The term *individual with disabilities* means:

(1) Any individual who has a physical or mental impairment that substantially limits one or more of the major life activities of that individual, has a record of such an impairment, or is regarded as having such an impairment

(2) Any individual who has been evaluated under the Individual with Disabilities Education Act (IDEA), P.L. 101-476, determined to have a disabilitiy, and who is in need of special education and related services.

(3) Any individual who is considered disabled under Section 504 of the Rehabilitation Act of 1973.

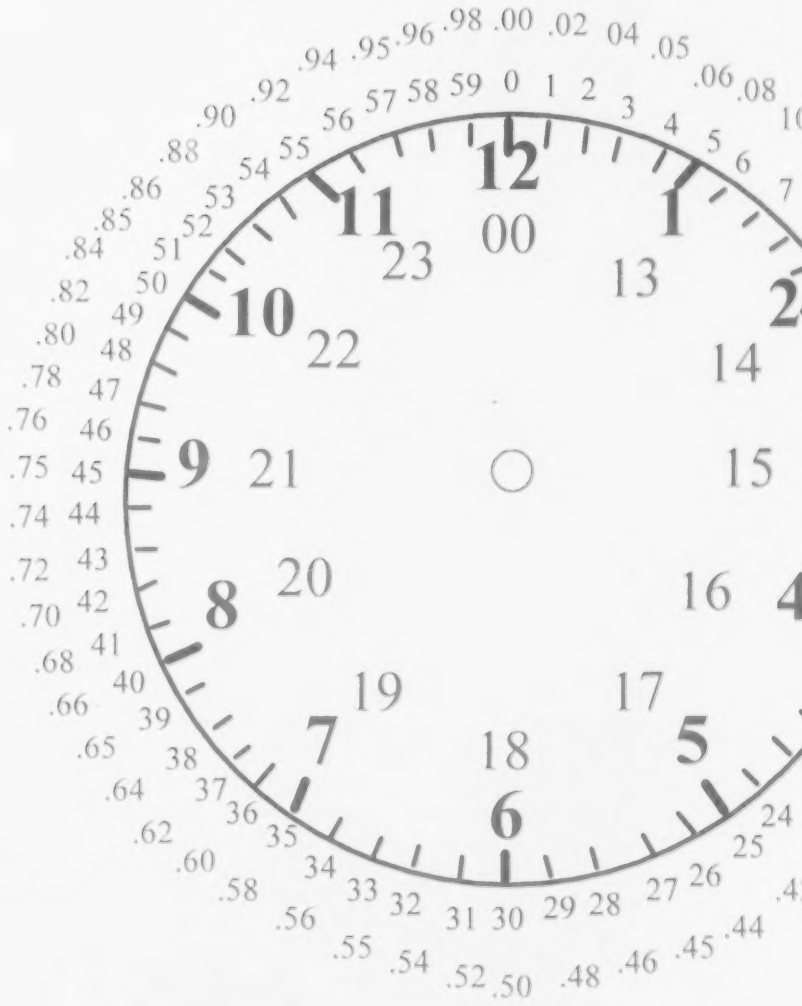
DISADVANTAGED INDIVIDUALS

The term "disadvantaged" means, individuals (other than disabled individuals) who have economic or academic disadvantages and who require special services and assistance in order to enable them to succeed in vocational education programs. The term includes individuals who are members of economically disadvantaged families, migrants, individuals who have limited English proficiency (LEP) and individuals who are dropouts from, or who are identified as potential dropouts from, secondary school.

"Academically disadvantaged individual" means, an individual who scores below the 25th percentile on a standardized achievement or aptitude test, whose secondary school grades are below 2.0 on a 4.0 scale (where the grade "A" equals 4.0) or fails to attain minimal academic competencies.

"Economically disadvantaged family or individual" means, families or individuals who are determined by the eligible recipient to be low income according to the latest available data, such as, AFDC, free or reduced lunch, or Pell Grant.

"Limited English Proficiency (LEP)" means, individuals who were not born in the United States or whose native language is a language other than English; who come from environments where a language other than English is dominant; who are American Indians and Alaskan native students and who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and who by reasons thereof, have sufficient difficulty speaking, reading, writing or understanding the English language to deny such individuals the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.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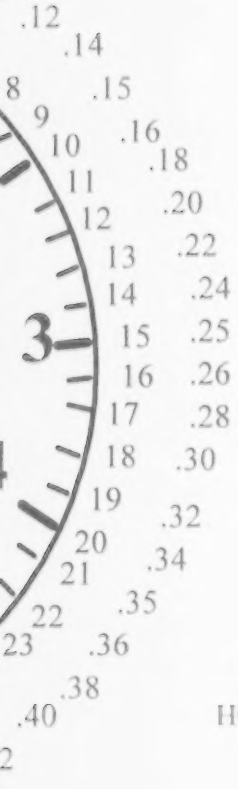
LENGTH OF SCHOOL DAY (Screen 10)



TIME	EQUIVALENT
8:00 AM	8.00
8:15 AM	8.25
*8:30 AM	8.50
8:45 AM	8.75
- - - - - - - - -	
2:30 PM	14.50
2:45 PM	14.75
3:00 PM	15.00
*3:15 PM	15.25
3:30 PM	15.50

EXAMPLE

Ending Time (3:15) *	15.25
Beginning Time (8:30) *	- 8.50
	6.75
Lunch Period (30 min.)	- .50
Clock hours in school day =	6.25

CHART FOR HOURS IN SESSION

HOURS/DAY	174 Days	175 Days	176 Days
6.00	1044	1050	1056
6.25	1088	1094	1100
6.50	1131	1138	1144
6.75	1175	1181	1188
7.00	1218	1225	1232

Exhibit 24

REPORTING GUIDELINES FOR STATE-ASSISTED GIFTED PROGRAMS (Screen 20)

All educators participating in State-Assisted Gifted Programs should be reported on Core Data Screens 18 and 20. The following guidelines explain the reporting requirements for Screen 20 that are unique to educators in State-Assisted Gifted Programs.

Course No.

The course code for a Gifted Education class is 990808. Other subject-area course codes (including 991010, Exploratory & Enrichment) may be identified as State-Assisted Gifted Programs by entering the appropriate Program Code.

Program Code

Enter Program Code 08 to identifiy course assignments in State-Assisted Gifted Programs.

When reporting Course Code 990808 to identify a Gifted Education class that is **not** part of the State-Assisted Gifted Program, enter Program Code 00.

Delivery System

Course assignments for State-Assisted Gifted Programs should be reported using the following Delivery System Codes:

Delivery System C	Class contact time either in a resource room or special class for a school-based program.
Delivery System G	Class contact time either in a resource room or special class for a center-based program.
Delivery System A	Time (up to 20% of the teacher's total weekly minutes) spent by an Education Resource Teacher (ERT) in regular classrooms or in providing resource assistance to regular classroom teachers.

Enrollment

Under enrollment (ENR), enter the caseload (unduplicated count) for each gifted class reported for an educator. Also, enter the unduplicated caseload for an ERT assignment with the Delivery System A.